

# MICHIGAN DEPARTMENT OF TREASURY UNIFORM CHART OF ACCOUNTS FOR LOCAL UNITS OF GOVERNMENT



**MICHIGAN DEPARTMENT OF TREASURY  
UNIFORM CHART OF ACCOUNTS  
FOR LOCAL UNITS OF GOVERNMENT**

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## INTRODUCTION

**This version of the Uniform Chart of Accounts is a full revision of the entire chart of accounts. All previous versions are now obsolete and should be destroyed.**

The Uniform Chart of Accounts for Local Units of Government (Counties, Cities, Villages and Townships; and Authorities and Commissions established by counties, cities, villages and townships) has been developed by the Local Government Financial Services Division of the Michigan Department of Treasury with the assistance of the Michigan Committee on Governmental Accounting and Auditing.

All local units of government in Michigan must use the Uniform Chart of Accounts. However, some governments may choose to implement a chart of accounts that is more complex than this chart (use of additional digits, etc.). This is acceptable as long as the chart used is consistent with this Chart of Accounts.

The Local Government Financial Services Division is responsible for general oversight of the financial administration and related audits of local units of government. The Division issues guidance to assist local units in implementing new legislation that affects the accounting and auditing responsibilities of the units and provides instruction on the appropriate methods and procedures to be used when filing statutorily mandated financial reports. These responsibilities are established primarily by the Uniform Budgeting and Accounting Act, 1968 Public Act (PA) 2 and 1919 PA 71.

1968 PA 2, Michigan Compiled Laws (MCL) 141.421 states:

(1) The state treasurer shall prescribe uniform charts of accounts for all local units of similar size, function, or service designed to fulfill the requirements of good accounting practices relating to general government. Such chart of accounts shall conform as nearly as practicable to the uniform standards as set forth by the governmental accounting standards board or by a successor organization that establishes national generally accepted accounting standards and is determined acceptable to the state treasurer. The official who by law or charter is charged with the responsibility for the financial affairs of the local unit shall insure that the local unit accounts are maintained and kept in accordance with the chart of accounts. The state treasurer may also publish standard operating procedures and forms for the guidance of local units in establishing and maintaining uniform accounting.

To access the full text of any Michigan Public Act or MCL section, go to the Michigan Legislature Web site at <http://www.legislature.mi.gov>.

The Uniform Chart of Accounts provides a systematic arrangement and means for the uniform accumulation, recording, and reporting of financial information and transactions for all local units of government in Michigan. This system follows Generally Accepted Accounting Principles (GAAP) and Michigan law. If used consistently and properly, it will facilitate the preparation of prescribed reports and will assure responsible local officials and the general public that similar transactions are recorded in the same manner, not only within a local unit but also among local units.

## INTRODUCTION

The Uniform Chart of Accounts is presented as a “Table of Funds, Activities, and Account Numbers and Names” beginning on Page 24. The table provides funds, activities, account numbers, and the designated descriptive name to be used for all FUNDS, ACTIVITIES, BALANCE SHEET ACCOUNTS, REVENUE ACCOUNTS, and EXPENDITURE/EXPENSE ACCOUNTS.

The Uniform Chart of Accounts is designed to serve basic legislative, budgetary, and accounting objectives. In addition, it provides a means for local units to meet additional legal requirements of the unit for budgeting and uniform accounting and reporting, regardless of the size of the unit.

### **BUDGETS AND THE UNIFORM CHART OF ACCOUNTS**

1968 PA 2 established budgeting requirements and prohibits deficit spending by local units of government in Michigan. Further, legislation concerning the requirement of local units to adopt a budget resulted in the enactment of 1978 PA 621, an amendment to 1968 PA 2.

The Budget Act requires all local units of government in Michigan to adopt balanced budgets, to establish responsibilities and define the procedure for the preparation, adoption and maintenance of the budget, and to require certain information for the budget process.

Proper accounting and auditing in accordance with the Uniform Chart of Accounts greatly enhances the ability of the local unit to prepare and approve a budget that accurately reflects the financial condition of the unit to ensure that services are provided within available means.

For specific legal requirements pertaining to budgets, please refer to the Uniform Budget Manual for Local Units of Government. This manual is available on Treasury’s Web site at <http://www.michigan.gov/treasury> under Local Government/Accounting Information.

### **FINANCIAL REPORTING AND THE UNIFORM CHART OF ACCOUNTS**

In addition to budget requirements, local governments are required to prepare annual (bi-annual for certain local units) financial statements in accordance with Generally Accepted Accounting Principles and obtain an audit of these financial statements. Local units of government will find that adhering to the Uniform Chart of Accounts will facilitate the preparation and audit of the required financial statements.

The Governmental Accounting Standards Board (GASB) (<http://www.gasb.org>) is the primary standard-setting body for acceptable accounting principles for state and local government entities.

The American Institute of Certified Public Accountants (AICPA) (<http://www.aicpa.org>) has formally recognized the GASB in this capacity and established a hierarchy for applying other sources of guidance. Local governments must follow the GASB standards and consider the applicability of the other accounting guidance to receive an unqualified opinion on the audited financial statements. Detailed information concerning basic financial records, documents, and procedures applicable to all local units of government in Michigan may be found in the “Accounting Procedures Manual for Local Units of Government in Michigan” on the Treasury

# INTRODUCTION

Web site at <http://www.michigan.gov/treasury> under Local Government/Accounting Information.  
The manual was developed under the authority of 1968 PA 2 and 1919 PA 71.



## CREATING AN ACCOUNT NUMBER

The Uniform Chart of Accounts contains numbers that are **MANDATORY, OPTIONAL, and OPEN**.

Account numbers are structured to reflect the **FUND, ACTIVITY, ASSET, DEFERRED OUTFLOWS OF RESOURCES, LIABILITY, DEFERRED INFLOWS OF RESOURCES, EQUITY, REVENUE, or EXPENDITURE/EXPENSE ACCOUNT** that they represent.

**MANDATORY** numbers must be used if the local unit has such a fund, activity, asset, deferred outflow, liability, deferred inflow, equity, revenue, or expenditure/expense account.

**OPTIONAL** numbers are not required to be used unless the local unit's accounting system requires more detailed classification of the fund, activity, asset, deferred outflows, liability, deferred inflows, equity, revenue, or expenditure/expense account. In that case, the **OPTIONAL** numbers designated in this Uniform Chart of Accounts must be used.

**OPEN** numbers are similar to **OPTIONAL** numbers in that they are not required to be used. However, if a local unit's accounting system requires detailed classification, and the Uniform Chart of Accounts does not contain an **OPTIONAL** (designated) number that is suitable, an **OPEN** number may be used. The local unit may select an **OPEN** number within the major category heading of the fund, activity, asset, deferred outflows, liability, deferred inflows, equity, revenue, or expenditure/expense account and assign a name and description to meet its needs.

### **FUNDS**

A fund is an independent accounting entity with a self-balancing set of accounts, created for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. It has accounts for assets, deferred outflows, liabilities, deferred inflows, reserves, equities, revenue, and expenditures/expenses.

Full descriptions of each fund, including its purpose, features, statutory authorization, and an explanation of its operation and use are included in this manual. This information is extremely useful for determining the appropriate fund to use for accounting purposes.

## CREATING AN ACCOUNT NUMBER

There are three fund types and several categories of funds:

<b>FUND TYPES AND CATEGORIES</b>		
<b>Governmental Fund Types</b>	<b>Proprietary Fund Types</b>	<b>Fiduciary Fund Types</b>
<ul style="list-style-type: none"> <li>▪ General Fund</li> <li>▪ Permanent Funds</li> <li>▪ Special Revenue Funds</li> <li>▪ Debt Service Funds</li> <li>▪ Capital Projects Funds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enterprise Funds</li> <li>▪ Internal Service Funds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agency Funds</li> <li>▪ Pension (and other employee benefit) Trust Funds</li> <li>▪ Investment Trust Funds</li> <li>▪ Private Purpose Trust Funds</li> </ul>

### **ACTIVITIES**

An activity is an office or department to which specific expenditures/expenses are to be allocated. Do not confuse this with the Statement of Activities which is similar to the income statement.

The purpose of aggregating costs by activities is to better understand the cost of providing the various functions of government. The intent is to assign costs to the function or activity that benefits from those costs - not to the individuals who control them. For instance, consider the cost of health care for police officers. The benefit package may have been chosen by the governing body, but since this represents part of the costs of providing police services, these costs should be assigned to the police activity or function (not to the governing body that made the decision to incur those costs).

In general, all costs should be assigned to the functions or activities that benefit from the costs. However, in order to be cost-beneficial, it is acceptable to allocate small dollar costs to a general government function. An example would be a telephone bill that is not separated by individual departments might be assigned to the building and grounds activity.

**A group of related activities intended to accomplish a major service or regulatory program is a function.**

The activities listed in this manual are grouped into eleven functions and are listed in function order. The use of control activity numbers is **OPTIONAL**. They can be used if a local unit wants the ability to monitor expenditures/expenses by function.

## CREATING AN ACCOUNT NUMBER

<b>ACTIVITIES IN FUNCTION ORDER</b>		
<b>Function</b>	<b>Activity Numbers</b>	
	<b>Control</b>	<b>Detail</b>
General Government	100	101-128, 171-279
Judicial	280	281-299
Public Safety	300	301-439
Public Works	440	441-599
Social Services	600	601-699
Community and Economic Development	700	701-749
Recreation and Culture	750	751-849
Capital Outlay	900	901-904
Debt Service	905	906-929
Other Financing Sources (Uses)		
Transfers In and Other Financing Sources	930	931-964
Transfers (Out) and Other Financing Uses	965	966-999

Detailed descriptions of the functions, activities and any optional possibilities within each function are included in this manual. See the Function and Activity Descriptions in the Table of Contents. These descriptions include information about the FUND(S) in which the ACTIVITY would be found, when it is used, and provide examples of revenue or expenditures which may be classified within the ACTIVITY or function.

### **BALANCE SHEET (STATEMENT OF FUND NET POSITON) ACCOUNTS**

These are the asset, liability, and fund balance (fund net position) accounts (and deferred outflows/inflows, where applicable) that make up the balance sheet of each individual fund. These accounts are not closed out at the end of an accounting period. The local unit will use only the accounts that are necessary for each separate fund.

A full description of the Balance Sheet Accounts, including their use and an explanation of when the account is debited or credited, is included in this manual. See Table of Contents.

### **REVENUE ACCOUNTS**

Revenue accounts include MANDATORY, OPTIONAL, and OPEN accounts.

The MANDATORY accounts are the revenue sources required for financial reporting and must be reported in the local unit's financial reports.

**All units must use accounts listed as mandatory if the unit receives that type of revenue.**

## CREATING AN ACCOUNT NUMBER

There are eleven mandatory revenue accounts, as indicated in the table below:

<b>MANDATORY REVENUE / OTHER FINANCING SOURCES ACCOUNTS</b>	
<b>Number</b>	<b>Revenue Source</b>
401	Taxes
450	Special Assessments
475	Licenses and Permits
501	Federal Grants
539	State Grants
580	Contribution from Local Units
600	Charges for Services
655	Fines and Forfeits
664	Interest and Rents
671	Other Revenue
690	Other Financing Sources

OPTIONAL account numbers are provided within the MANDATORY revenue source categories to give local units the possibility of greater detail in classifying its revenues.

**Local units are not required to classify its revenues beyond the MANDATORY categories. However, if the reporting of revenue is expanded to OPTIONAL accounts, the OPTIONAL account numbers as listed in the Uniform Chart of Accounts must be used.**

Units that choose to use greater detail in identifying revenues may use an available OPEN account number and account name of their choice. But if they do so, they must use an OPEN number within one of the MANDATORY revenue account categories.

For example, a local unit receives revenue from the issuance of permits to operate a business. A unit may classify this revenue in the MANDATORY category of “Licenses and Permits” if the unit does not further classify revenues.

However, within the MANDATORY category of “Licenses and Permits,” there are OPTIONAL accounts for Business Licenses and Permits and Non-Business Licenses and Permits. Units that choose to use greater detail in identifying revenues may use an available OPEN number and account name of their choice, such as “Downtown Area Business Licenses.” But if they do so, they must use an OPEN number under the OPTIONAL account of Business Licenses and Permits.

## CREATING AN ACCOUNT NUMBER

### EXPENDITURE ACCOUNTS

Expenditure accounts include MANDATORY, OPTIONAL, and OPEN accounts. All units must use accounts listed as MANDATORY for each of its various activities, if it has this type of expenditure.

There are seven mandatory expenditure accounts:

<b>MANDATORY EXPENDITURE / OTHER FINANCING USES ACCOUNTS</b>	
<b>Number</b>	<b>Account Name</b>
701	Personal Services
751	Supplies
800	Other Services and Charges
970	Capital Outlay
990	Debt Service
995	Other Financing Uses
998	Special and Extraordinary Items

OPTIONAL account numbers are provided within most mandatory account categories for those local units that want to further classify expenditures of various activities. There are also OPEN numbers under each OPTIONAL account. Units may assign their own account numbers and names to these OPEN account numbers, but must observe major OPTIONAL headings within the category when making such assignments.

For example, a local unit has expenditures to XYZ Consulting Firm for payment of services provided by the firm. A unit may classify this expenditure in the MANDATORY category of “Other Services and Charges” if the unit does not further classify expenditures.

However, within the MANDATORY category of “Other Services and Charges,” there are OPTIONAL accounts for Professional and Contractual Services, Transportation, Utilities, and several others. Units that choose to use greater detail in identifying expenditures may use an available OPEN account number and a name of their choice, such as “XYZ Consulting” but if they do so, they must use an OPEN number under the OPTIONAL account of Professional and Contractual Services.

Within each ACTIVITY, a unit would use as many or as few of the expenditure accounts as necessary to provide the required budgetary control and financial reporting data.

## CREATING AN ACCOUNT NUMBER

### REVENUE AND EXPENDITURE CLASSIFICATION - GASB TERMINOLOGY

Persons desiring a more thorough understanding of revenue and expenditure classifications for governmental funds should refer to GASB Codification Section 1800. The primary classification of governmental fund revenues by source, and the classification of expenditures by function or program, organization unit, activity, character and object, is explained in more detail. The GASB Codification can be obtained from the Governmental Accounting Standards Board at <http://www.gasb.org>.

A complete account number consists of three items--FUND, ACTIVITY, and ACCOUNT (Asset, Deferred Outflows of Resources, Liability, Deferred Inflows of Resources, Equity, Revenue, or Expenditure/Expense).

No single unit of government will use all of the fund, activity, or account numbers contained in the Uniform Chart of Accounts.

Smaller units will, most likely, use only a few numbers, while a large unit may use many of the numbers. Regardless of the size of the unit, an account number that is used will be used for the same purpose by each unit.

A full account number consists of 9 digits, or 3 sets of 3 digits:

First 3 digits = FUND

Next 3 digits = ACTIVITY

Last 3 digits = ACCOUNT (Asset, Deferred Outflows, Liability, Deferred Inflows, Equity, Revenue, or Expenditure/Expense)

The sample account number below illustrates the “3 sets of 3 digits” concept and the basis for the prescribed order and the relationship of each set to the others.

Sample 9 Digit Number: 101-253-726

- a) The first three digits in any account number represent the FUND number. All Account Numbers have a fund designation. (101 = General Fund)
- b) The next three digits represent the ACTIVITY number. (253 = Treasurer)
- c) The final three digits represent the ASSET, DEFERRED OUTFLOWS, LIABILITY, DEFERRED INFLOWS, EQUITY, REVENUE, OR EXPENDITURE/EXPENSE ACCOUNT. The ACCOUNT provides the detail of the source of the REVENUE used to support the ACTIVITY, or identifies the EXPENDITURES/EXPENSES on behalf of the ACTIVITY, or describes the type of ASSET, DEFERRED OUTFLOWS, LIABILITY, OR DEFERRED INFLOWS that the ACTIVITY possesses or has incurred. (Expenditure account 726 = Supplies)

## CREATING AN ACCOUNT NUMBER

The sample account number above, 101-253-726, is used to identify the purchase of supplies for the Office of the Treasurer of the local unit from the General Fund.

When designating the 9-digit account number, it is not necessary to use an activity number (3 middle digits) for balance sheet accounts and revenue accounts. An activity number must be used for expenditure/expense accounts. When an activity number does not apply or is not used, three zeros (000) are used as the middle series of numbers in the 9-digit account number.

Revenue defined by [GASB](#) Statement 34 as program revenue may use an activity number or may use another method of accumulating the information for the government-wide financial statements.

Some units may find that using only the “mandatory” numbers within each category provides them with all the information necessary to account for financial transactions and prepare reports.

The level of detail that each local unit applies to the above structure is at the discretion of the individual unit according to its needs. For instance, a small township may decide that the use of the mandatory numbers is sufficient for their purposes. The following examples show account numbers constructed for this township’s police department using mandatory numbers only.

To account for the payment of salaries to the township police:

Sample Account No.: 101-301-701

101 = FUND--General Fund  
301 = ACTIVITY--Police  
701 = EXPENDITURE--Personnel Services

To account for the receipt of revenue as the result of licenses and permits (Program Revenue-GASB 34):

Sample Account No.: 101-000-450

101 = FUND--General Fund  
000 = ACTIVITY--(This township chose not to use activity numbers with its revenue accounts.)  
450 = REVENUE--Licenses and Permits

No additional detail is necessary unless the unit chooses to do so. In that case, using the first example above, additional detail could be created to separate the salaries of permanent employees from the salaries of temporary employees by using OPEN expenditure account numbers under the Personal Services mandatory category. To do this, account numbers could be designated as follows:

## CREATING AN ACCOUNT NUMBER

Sample Account No.: 101-301-703

101 = FUND--General Fund  
 301 = ACTIVITY--Police  
 703 = EXPENDITURE--Salaries of Permanent Police Employees  
 (OPEN account number under the MANDATORY “Personal Services” account designation)

Sample Account No.: 101-301-704

101 = FUND--General Fund  
 301 = ACTIVITY--Police  
 704 = EXPENDITURE--Salaries of Temporary Police Employees  
 (OPEN account number under the MANDATORY “Personal Services” account designation)

Similarly, the REVENUE from Licenses and Permits could be further classified to identify permits issued to individuals for specific purposes. Under the MANDATORY account of “Licenses and Permits,” and the OPTIONAL account for “Business Licenses and Permits,” the township could designate an OPEN account number with a description of their choice. These chosen numbers would be used as the last 3 digits of the full account number.

Sample Account No.: 101-000-451

101 = FUND--General Fund  
 000 = ACTIVITY  
 451 = REVENUE--Business Licenses and Permits  
 (OPEN account number under the MANDATORY “Licenses and Permits” account and the OPTIONAL “Business Licenses and Permits” account)

Regardless of the amount of detail desired by the local unit, all transactions will have a FUND number. In addition, the mandatory numbers for REVENUE and EXPENDITURES must be used if the unit receives such revenue or expenditures. If a unit wishes to further classify REVENUE or EXPENDITURES, they must use the OPTIONAL and/or OPEN numbers within each mandatory category.

### **TAKING DETAIL TO THE NEXT LEVEL**

Some units, especially those that are very large and that must account for many funds, activities, revenues, and expenditures, may choose to expand the account numbers to provide for additional classification of transactions to a very precise level of detail.

“Police Department” may be further classified to identify separate Police sub-activities within the police department such as administration, traffic control, road patrol, community policing, etc.



## CREATING AN ACCOUNT NUMBER

Units that choose this level of detail may have expanded account numbers that are “pointed off” and look like this:

Sample Expanded Number: 101-301.10-751

101 = FUND--General Fund  
301 = ACTIVITY--Police Department  
.10 = SUB-ACTIVITY--Administration  
751 = EXPENDITURE--Supplies

In this example, the ACTIVITY (3 middle digits) is “Police Department” but is further identified by using a decimal number following the 3-digit ACTIVITY number. This account number would be used to identify the purchase of supplies for the Administration activities of the overall Police Department for the unit.

The local unit may choose any title it wishes for the expanded description.

Using this method, the same ACTIVITY (Police Department) could be further expanded as follows:

Sample Expanded Number: 101-301.20-751

101 = FUND--General Fund  
301 = ACTIVITY--Police Department  
.20 = SUB-ACTIVITY--Traffic Control  
751 = EXPENDITURE--Supplies

This number would be used to identify the purchase of supplies for the Traffic Control activities of the overall Police Department of the unit.

The use of expanded numbers and the extent of the expansion of those numbers are solely at the discretion of the local unit.

All local units of government in Michigan have access to numerous resources to assist them in their responsibility to accurately and uniformly record all financial transactions within the unit, and to use this same information for budgeting and reporting purposes.

Recognizing the importance of the proper and consistent use of the Uniform Chart of Accounts, and structuring account numbers accordingly, will result in the consistent and uniform accounting and reporting of financial transactions statewide, while still giving each local unit options that are best suited to meet the needs of the unit.

A local unit of government should seek the counsel of their certified public accountant or the Local Government Financial Services Division of the Michigan Department of Treasury if assistance with the Uniform Chart of Accounts is needed.

## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

Local units of government in Michigan exist in many different forms, each with their own accounting and reporting needs. The size of the unit, whether a county, city, township, village, authority, board, commission, library, etc., generally has a bearing on the amount of detail required in maintaining accounting records and the extent to which the local unit will apply the many options contained in the Uniform Chart of Accounts.

This section of the manual has been developed to provide local unit officials with a guide to the parts of the Uniform Chart of Accounts that may be most helpful to them in fulfilling their duties. This “checklist” is strictly a guide and relates to the Uniform Chart of Accounts only. It is not intended to be, and should not be relied on, as the only information a local unit may need to properly account for all financial transactions of the unit.

### County

All counties in Michigan should have an account structure in place that conforms to the Uniform Chart of Accounts. We recommend that an individual who may be unfamiliar with the county’s accounting system refer to the following sections of this manual as listed in the Table of Contents:

- Introduction
- Account Structure--particular emphasis on the use of subsidiary numbers with the “Mandatory” categories and on the use of expanded numbers as described in the section titled, “Taking Detail to the Next Level”
- Uniform Chart of Accounts Table of Funds, Activities, Account Numbers, and Names
- Descriptions of the Funds, Activities, and Accounts in use by the County

1919 PA 71, MCL 21.41 states:

The state treasurer shall formulate, prescribe, and install a system of accounting and reporting in conformity with the provisions of this act that shall be uniform for every county office and public account of the same class.

1919 PA 71, MCL 21.42 states:

The accounting system shall embrace accounts showing all sources of income, the amounts due, collected and received from each source, including all fees collected by county officers whether turned into the county treasury or not, the amount expended for each purpose, bills, and accounts payable; the receipt, use, and disposition of other public property and the income, if any, derived from them. The accounting system shall include other forms of accounts as the state treasurer may consider wise and essential to efficient financial administration of public affairs pertaining to county governments.

## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

1919 PA 71, MCL 21.48 states:

The executive officer of each county office shall adopt and use the books, forms, records and systems of accounting and reporting prescribed by the state treasurer and shall promptly purchase the books, forms, and records as may be necessary to implement their use, in the manner now provided by law for the purchase of those articles. ...

### **Large City/Township (Large Unit with Many Funds and Activities)**

Large cities or townships that provide many services to their residents and that receive revenue from many sources should have an account structure in place that conforms to the Uniform Chart of Accounts. We recommend that an individual who may be unfamiliar with the city/township accounting system refer to the following sections of this manual as listed in the Table of Contents:

- Introduction
- Account Structure--particular emphasis on the use of OPTIONAL and OPEN numbers within the MANDATORY categories, and on the use of expanded numbers as described in the section titled “Taking Detail to the Next Level” in the “Creating an Account Number” section.
- Table of Funds, Activities, Account Numbers, and Names
- Descriptions of Funds, Activities, Balance Sheet Accounts, Revenue, and Expenditure/Expense Accounts that are in use by the city or township.

### **Smaller City/Township (Smaller Unit with Fewer Funds and Activities)**

Many smaller cities and townships receive revenue from a limited number of sources and provide services to their residents that may not be as extensive as those provided by large cities and townships. An account structure that conforms to the Uniform Chart of Accounts should be in use, although it may be less detailed than a large city or township. We recommend that an individual who may be unfamiliar with the city/township accounting system refer to the following sections of this manual as listed in the Table of Contents:

- Introduction
- Account Structure--particular emphasis on the use of MANDATORY accounts and less on the use of OPTIONAL and OPEN numbers within the MANDATORY categories. However, if the current system of the city/township provides for detailed classification within the mandatory categories, the entire Account Structure section should be reviewed.
- Table of Funds, Activities, Account Numbers, and Names
- Descriptions of Funds, Activities, Balance Sheet Accounts, Revenue, and Expenditure/Expense Accounts that are in use by the city or township.

## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

### **Village (Minimal Funds and Activities)**

Many villages have accounting systems in place that conform to the Uniform Chart of Accounts and are similar to small cities or townships. However, some villages may receive revenue from fewer sources and may not provide services to their residents that are provided by cities and townships. A village may find that less detail in its accounting system meets its needs. We recommend that an individual who may be unfamiliar with the village accounting system refer to the following sections of this manual as listed in the Table of Contents:

- Introduction
- Account Structure--particular emphasis on the use of MANDATORY accounts and less on the use of OPTIONAL and OPEN numbers within the MANDATORY categories. However, if the current system of the village provides for detailed classification within the mandatory categories, the entire Account Structure section should be reviewed.
- Table of Funds, Activities, Account Numbers, and Names
- Descriptions of Funds, Activities, Balance Sheet Accounts, Revenue, and Expenditure/Expense Accounts that are in use by the village.

### **Authority, Board or Commission (Library, Transportation Authority, etc.) [Fund(s) and Activities Designated in Bylaws or Charter]**

An authority, board or commission may have been created by a single local unit, or may have been created jointly by a number of local units. An authority, board or commission may have responsibility for the accounting records of the unit(s) that they created. It is also possible that the accounting records of the authority, board, or commission are the responsibility of the unit or one of the units that they created.

For example, a library may be responsible for accounting for only those transactions performed by or for the library. In this situation, it is likely that only one fund is used. There are very few activities, revenues, or expenditures/expenses involved.

The accounting responsibilities for authorities, boards or commissions are defined in the bylaws or charter of the authority, board or commission, or in similar documents of the unit(s) creating the authority, board or commission.

If the unit has been operating in this manner for a while, an account structure system that conforms to the Uniform Chart of Accounts should be in place.

## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

### Existing Authorities, Boards or Commissions

Authorities, boards or commissions that currently exist would have their accounting responsibilities defined and an account structure in place. An individual who is unfamiliar with the Authority, Board or Commission should review existing records to learn about the structure being used. In addition, we recommend that the following sections of this manual be reviewed as listed in the Table of Contents:

- Introduction
- Account Structure--particular emphasis on understanding the account structure that is currently in place, the level of detail required and whether MANDATORY, OPTIONAL, or OPEN numbers are used.
- Table of fund, activity, account numbers, and names.
- Descriptions of funds, activities, balance sheet accounts, and revenue and expenditure/Expense Accounts that are in use by the authority, board, or commission.

### Newly-Created Authorities, Boards or Commissions

An individual who has been given the responsibility of maintaining the accounting records of a newly created authority, board or commission should review the bylaws or charter to determine the type(s) of fund(s), activities, revenue and expenditures/expenses that are pertinent to the operation of the authority, board or commission. In addition, we recommend that the following sections of this manual be reviewed as listed in the Table of Contents:

- Introduction
- Account Structure--particular emphasis on understanding the overall concept of how funds, activities, revenues, and expenditures are related and the use of MANDATORY, OPTIONAL, or OPEN numbers.
- Table of fund, activity, account numbers, and names.
- Descriptions of funds, activities, balance sheet accounts, and revenue and expenditure/expense accounts that will be used to maintain the records of the authority, board, or commission.

It may be helpful to review and discuss the records of an existing authority, board, or commission with the person(s) responsible for maintaining the records to get an understanding of an established system.

The funds that occur more frequently for each type of local unit are indicated by an "X". If there is no "X" corresponding to a particular fund, it does not necessarily preclude a unit of government from using the fund. The fund's description should be reviewed prior to its establishment.

<b>GOVERNMENTAL FUNDS (101-499 and 801-899)</b>		<b>Counties</b>	<b>Cities</b>	<b>Villages</b>	<b>Townships</b>
General Fund Type--101-149					
101	General Fund	ALWAYS	ALWAYS	ALWAYS	ALWAYS
102	Budget Stabilization Fund	X	X	X	X
Permanent Fund Type--151-199					
151	Cemetery Trust Fund		X	X	X
155	Endowment Fund	X	X	X	X

## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

		Counties	Cities	Villages	Townships
Special Revenue Fund Type--201-299					
201	County Road Fund	ALWAYS			
202	Major Street Fund		ALWAYS	ALWAYS	
203	Local Street Fund		ALWAYS	ALWAYS	
204	Municipal Street Fund		X	X	
205	Public Safety Fund		X	X	X
206	Fire Fund		X	X	X
207	Police Fund		X		X
208	Park/Recreation Fund	X	X	X	X
209	Cemetery Fund		X	X	X
210	Ambulance Fund	X	X	X	X
212	Liquor Law Enforcement Fund		X	X	X
215	Friend of the Court Fund	X			
219	Street Lighting Fund		X	X	URBAN
220	Lake Improvement Fund	X	X	X	X
221	Health Department/District Health Fund	X	X		
222	Community Mental Health Fund	X			
224	Lake Pollution Control Fund	X	X	X	X
226	Rubbish Collection Fund		X	X	X
227	Sanitary Landfill Fund	X	X	X	X
228	Solid Waste Impact Board Fund	X	X	X	URBAN
229	Lodging Excise Tax Fund	X			
231	Parking Meter/System Fund	X	X	X	X
240	Mosquito Control Fund	X	X	X	URBAN
241	Planning Commission Fund – Regional	X			
243	Brownfield Redevelopment Authority Fund	X	X	X	URBAN
244	Economic Development Corporation Fund	X	X	X	URBAN
247	Tax Increment Finance Authority Fund	X	X	X	URBAN
248	Downtown Development Authority Fund	X	X	X	URBAN
249	Building Department Fund	X	X		X
250	Local Development Finance Authority Fund		X	X	URBAN
255	Property Tax Exemption Fund	X			
256	Register of Deeds Automation Fund ( <i>Numbered Letter 2003-3</i> )	X			
258	Disaster Contingency Fund	>10K POP.	>10K POP.	>10K POP.	>10K POP.
261	911 Service Fund	X	X	X	X
263	Concealed Pistol Licensing	X			
264	Local Corrections Officers Training Fund ( <i>Numbered Letter 2004-2</i> )	X			
265	Drug Law Enforcement Fund	X	X	X	X
266	Law Enforcement Fund	X			
267	Special Investigative Fund	X	X	X	X
268	Library System Fund	X	X	X	X
269	Law Library Fund	X			
270	Historical Commission/Museum Fund	X	X	X	X
271	Library Fund	X	X	X	X
288	Transportation System Fund	X	X	X	X
289	Automobile Theft Prevention Fund	X	X		URBAN
290	Social Welfare Fund	X			
291	Medical Care Facility Fund	X			

## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

		Counties	Cities	Villages	Townships
292	Child Care Fund	X			
293	Veterans Relief Fund	X			
294	Veterans Trust Fund	X			
295	Airport Fund	X	X	X	X
<b>Debt Service Fund Type--301-399</b>					
301	General Debt Service Fund	X	X	X	X
302	Equipment Debt Fund	X	X	X	X
308	Park System Debt Fund	X	X	X	X
311	Hospital Building Debt Fund	X	X		
312	Industrial Complex Debt Fund	X	X		
313	Animal Shelter Debt Fund	X	X		
314	Mental Health Debt Fund	X			
315	Refuse Disposal System Debt Fund	X	X		
316	Parking System Debt Fund	X	X		
317	Sanitary Landfill Debt Fund	X	X		
320-329	Bond Debt Retirement Funds (Major Streets)		X	X	
330-339	Bond Debt Retirement Funds (Local Streets)		X	X	
340-349	Bond Debt Retire (Combined Major and Local Street)		X	X	
362	Act 51 Bond Debt Fund (Road)	X			
366	Jail Building Debt Fund	X	X		
369	Building Authority Debt Fund	X	X		
370	Municipal Building Debt Fund	X	X	X	X
371	Library Building Debt Fund	X	X	X	X
381	Airport Debt Fund	X	X	X	X
390	Sewage Disposal Plant Debt Fund	X	X		
391	Medical Care Facility Debt Fund	X			
392	Juvenile Home Debt Fund	X			
393	Economic Development Corporation Debt Fund	X	X		
394	Downtown Development Authority Debt Fund		X		
395	Tax Increment Finance Authority Debt Fund		X		
396-399	Debt Service Funds (not covered elsewhere)	X	X	X	X
<b>Debt Service Fund Type (Special Assessment Districts)--851-899</b>					
851	Drain Debt Service Fund		X		
852	Special Assessment Debt Service Fund	X	X	X	X
853	Storm Drain Debt Fund		X	X	X
859	Sidewalk Debt Fund		X	X	X
861	Road Debt Fund	X	X	X	X
862	Street Debt Fund		X	X	X
870	Chapter 20 Drain Debt Service Fund	X			
880	Chapter 21 Drain Debt Service Fund	X			
891	Lake Level Debt Service Fund	X			
893	Lake Improvement Debt Fund	X	X	X	X
894	Lake Pollution Control Debt Fund	X	X	X	X
<b>Capital Project Fund Type--401-499</b>					
401	Capital Projects Fund	X	X	X	X
402	Equipment Replacement Fund	X	X	X	X
408	Park System Construction Fund	X	X	X	X
411	Hospital Building Fund	X	X		
412	Industrial Complex Construction Fund	X	X		

## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

		Counties	Cities	Villages	Townships
413	Animal Shelter Construction Fund	X	X		
414	Mental Health Construction Fund	X			
415	Refuse Disposal Construction Fund	X	X	X	X
416	Parking System Construction Fund	X	X	X	X
417	Sanitary Landfill Construction Fund	X	X	X	X
445	Public Improvement Fund	X	X	X	X
446	Township Improvement Revolving Fund				X
465	Public Works Construction Fund (for other units)	X			
466	Jail Building Fund	X	X		
469	Building Authority Construction Fund	X	X	X	X
470	Municipal Building Fund	X	X	X	X
471	Library Building Fund	X	X	X	X
472-480	Federal Grant Construction Funds	X	X	X	X
481	Airport Fund	X	X		
490	Sewage Disposal Plant Fund	X	X	X	X
491	Medical Care Facility Building Fund	X			
492	Juvenile Home Building Fund	X	X		
493	Economic Development Corporation Construction Fund	X	X		
494	Downtown Development Authority Construction Fund		X		
495	Tax Increment Finance Authority Construction Fund		X		
496-499	Capital Projects Funds (Not Covered Elsewhere)	X	X	X	X
<b>Capital Project Fund Type (Special Assessment Districts)--801-850</b>					
801	Drain Fund		X		
802	Revolving Drain Fund	X			
803	Storm Drain Fund		X	X	X
804	Revolving Drain Maintenance Fund	X			
805	Special Assessment Capital Project Fund	X	X	X	X
809	Sidewalks Construction Fund		X	X	X
811	Road Fund	X	X	X	X
812	Street Improvement Fund		X	X	X
820	Chapter 20 Drain Fund	X			
830	Chapter 21 Drain Fund	X			
841	Lake Level Fund	X			
842	Lake Level Revolving Fund	X			
843	Lake Improvement Fund	X	X	X	X
844	Lake Pollution Control Fund	X	X	X	X
<b>PROPRIETARY FUNDS (501-699)</b>					
<b>Enterprise Fund Type--501-599</b>					
505	Ambulance Fund	X	X	X	X
508	Park/Recreation Fund	X	X	X	X
511	Hospital Operating Fund	X	X		
512	Medical Care Facility Fund	X			
514	Parking System Fund	X	X		
515	Disposal System Fund	X	X	X	X
516	Delinquent Tax Revolving Fund	X			
517	Sanitary Landfill Fund	X	X		
535	Housing Commission Fund		X		
541	Forestry Fund	X			
549	Building Department Fund ( <i>Numbered Letter 2006-6</i> )	X	X	X	X



## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

		Counties	Cities	Villages	Townships
551	Markets Fund		X		
561	Fair Board Fund	X			
565	Public Works Operation and Maintenance Fund ( <i>PA 185 and 342 for other local units</i> )	X			
569	Building Authority Fund	X	X		URBAN
581	Airport Fund	X	X		
582	Electrical Utility Fund	X	X	X	X
583	Gas Utility Fund	X	X	X	X
584	Golf Course Fund	X	X		
586	Port Authority Fund	X	X		
587	Swimming Pool Fund		X		
588	Transportation System Fund	X	X	X	X
589	Auto Ferry Fund	X	X		
590	Sewer Fund	X	X	X	X
591	Water Fund	X	X	X	X
592	Water and Sewer Fund	X	X	X	X
593	Civic Auditorium Fund		X		
594	Marina Fund		X		
595	Commissary/Concession Fund	X	X	X	X
596	Garbage and Rubbish Collection Fund	X	X	X	X
Internal Service Fund Type--601-699					
631	Building and Grounds Maintenance Fund		X	X	
634	Central Heating Fund	X	X	X	X
639	Drain Equipment Revolving Fund	X			
640	DPW Equipment Revolving Fund	X	X		
641	DPW Revolving Fund	X			
643	Local Site Remediation Revolving Fund	X	X		URBAN
661	Motor Pool Fund	X	X	X	X
662	Police Vehicle and Equipment Pool Fund	X	X	X	X
663	Fire Vehicle and Equipment Pool Fund	X	X	X	X
664	Office Equipment Pool Fund	X	X	X	X
665	Heavy Equipment Pool Fund	X	X	X	X
671	Utilities Revolving Fund		X	X	
672	Electrical Utility Fund	X	X	X	X
673	Gas Utility Fund	X	X	X	X
674	Water Utility Fund	X	X	X	X
677	Self-Insurance Fund	X	X	X	X

<b>FIDUCIARY FUNDS (701-799)</b>					
Agency Fund Type--701-725					
701	General Agency Fund	X	X	X	X
703	Current Tax Collection Fund		ALWAYS	X	ALWAYS
704	Imprest Payroll Fund	X	X	X	X
710	District (Municipal) Court Trust Fund	X	X		
711	Probate Court Trust Fund	X			
712	Trial Court Trust Fund	X	X		
714	Inmates' Trust Fund	X			
721	Library Penal Fine Fund	X			

## DESCRIPTION OF LOCAL UNITS OF GOVERNMENT

		Counties	Cities	Villages	Townships
Pension (and Other Employee Benefit) Trust Fund Type--726-750					
726	Employees 457 Deferred Compensation Fund		X		URBAN
727	401K Deferred Compensation Fund	X	X		URBAN
731	Retirement System Fund	X	X	X	URBAN
732	Police and Fire Retirement System Fund		X		
733	401K Retirement System Fund	X	X	X	URBAN
736	Public Employee Health Care Fund	X	X	X	URBAN
737	Other Post Employment Benefits (OPEB) Fund	X	X	X	URBAN
Investment Trust Fund Type--751-755					
751	Local Unit Investment Pool Trust Fund		X		
Private Purpose Trust Fund Type--756-799					
Capital Project Funds (Special Assessment Districts) 801-850					
	Located in section after 499 and before 501				
Debt Service Funds (Special Assessment Districts) 851-899					
	Located in section after 399 and before 401				
<b>CAPITAL ASSETS (900-949) AND LONG-TERM DEBT (950-975) AND GOVERNMENTAL FULL ACCRUAL (Supporting Info. for Government-Wide Statements)</b>					
Governmental Full Accrual--These accounts are provided for the purpose of facilitating record keeping relating to the difference between governmental fund modified accrual and government-wide accrual reporting. Their use is not mandatory but is recommended for the purpose stated. Other means of accumulating the required information, such as spread sheets that become a permanent part of the accounting records, are acceptable.					
GOVERNMENTAL FULL ACCRUAL					
901		X	X	X	X

## TABLE OF FUNDS, ACTIVITIES, ACCOUNT NUMBERS, AND NAMES

FUNDS <a href="#">Click Here for Fund Descriptions</a>					
GOVERNMENTAL FUNDS (101-499 and 801-899)					
GENERAL FUNDS 101-149					
101	General Fund	102	Budget Stabilization Fund	103	Open
104	Open	105	Open	106	Open
107	Open	108	Open	109	Open
110	Open	111	Open	112	Open
113	Open	114	Open	115	Open
116	Open	117	Open	118	Open
119	Open	120	Open	121	Open
122	Open	123	Open	124	Open
125	Open	126	Open	127	Open
128	Open	129	Open	130	Open
131	Open	132	Open	133	Open
134	Open	135	Open	136	Open
137	Open	138	Open	139	Open
140	Open	141	Open	142	Open
143	Open	144	Open	145	Open
146	Open	147	Open	148	Open
149	Open				
PERMANENT FUNDS 151-199					
151	Cemetery Trust Fund	152	Open	153	Open
154	Open	155	Endowment Fund	156	Open
157	Open	158	Open	159	Open
160	Open	161	Open	162	Open
163	Open	164	Open	165	Open
166	Open	167	Open	168	Open
169	Open	170	Open	171	Open
172	Open	173	Open	174	Open
175	Open	176	Open	177	Open
178	Open	179	Open	180	Open
181	Open	182	Open	183	Open
184	Open	185	Open	186	Open
187	Open	188	Open	189	Open
190	Open	191	Open	192	Open
193	Open	194	Open	195	Open
196	Open	197	Open	198	Open
199	Open				
SPECIAL REVENUE FUNDS 201-299					
201	County Road Fund	202	Major Street Fund	203	Local Street Fund
204	Municipal Street Fund	205	Public Safety Fund	206	Fire Fund
207	Police Fund	208	Park/Recreation Fund	209	Cemetery Fund
210	Ambulance Fund	211	Open	212	Liquor Law Enforcement Fund
213	Open	214	Open	215	Friend of the Court Fund
216	Open	217	Open	218	Open
219	Street Lighting Fund	220	Lake Improvement Fund	221	Health Department/District Health Fund
222	Community Mental Health Fund	223	Open	224	Lake Pollution Control Fund
225	Open	226	Rubbish Collection Fund	227	Sanitary Landfill Fund
228	Solid Waste Impact Fund	229	Lodging Excise Tax Fund	230	Open

**TABLE OF FUNDS, ACTIVITIES,  
ACCOUNT NUMBERS, AND NAMES**

FUNDS <a href="#">Click Here for Fund Descriptions</a>					
<b>GOVERNMENTAL FUNDS (Continued)</b>					
231	Parking Meter/System Fund	232	Open	233	Open
234	Open	235	Open	236	Open
237	Open	238	Open	239	Open
240	Mosquito Control Fund	241	Planning Commission Fund - Regional	242	Open
243	Brownfield Redevelopment Authority Fund	244	Economic Development Corporation Fund	245	Open
246	Open	247	Tax Increment Finance Authority Fund	248	Downtown Development Authority Fund
249	Building Department Fund	250	Local Development Finance Authority Fund	251	Open
252	Open	253	Open	254	Open
255	Property Tax Exemption Fund	256	Register of Deeds Automation Fund <i>(Numbered Letter 2003-3)</i>	257	Open
258	Disaster Contingency Fund	259	Open	260	Open
261	911 Service Fund	262	Open	263	Concealed Pistol Licensing
264	Local Corrections Officers Training Fund <i>(Numbered Letter 2004-1)</i>	265	Drug Law Enforcement Fund	266	Law Enforcement Fund
267	Special Investigative Fund	268	Library System Fund	269	Law Library Fund
270	Historical Commission/Museum Fund	271	Library Fund	272	Open
273	Open	274	Open	275	Open
276	Open	277	Open	278	Open
279	Open	280	Open	281	Open
282	Open	283	Open	284	Open
285	Open	286	Open	287	Open
288	Transportation System Fund	289	Automobile Theft Prevention Fund	290	Social Welfare Fund
291	Medical Care Facility Fund	292	Child Care Fund	293	Veterans Relief Fund
294	Veterans Trust Fund	295	Airport Fund	296	Open
297	Open	298	Open	299	Open
<b>DEBT SERVICE FUNDS 301-399</b>					
301	General Debt Service Fund	302	Equipment Debt Fund	303	Open
304	Open	305	Open	306	Open
307	Open	308	Park System Debt Fund	309	Open
310	Open	311	Hospital Building Debt Fund	312	Industrial Complex Debt Fund
313	Animal Shelter Debt Fund	314	Mental Health Debt Fund	315	Refuse Disposal System Debt Fund
316	Parking System Debt Fund	317	Sanitary Landfill Debt Fund	318	Open
319	Open	320	Open for Act 175 Bond Debt Retirement Funds (Major Streets)	321	Open for Act 175 Bond Debt Retirement Funds (Major Streets)
322	Open for Act 175 Bond Debt Retirement Funds (Major Streets)	323	Open for Act 175 Bond Debt Retirement Funds (Major Streets)	324	Open for Act 175 Bond Debt Retirement Funds (Major Streets)
325	Open for Act 175 Bond Debt Retirement Funds (Major Streets)	326	Open for Act 175 Bond Debt Retirement Funds (Major Streets)	327	Open for Act 175 Bond Debt Retirement Funds (Major Streets)

**TABLE OF FUNDS, ACTIVITIES,  
ACCOUNT NUMBERS, AND NAMES**

<b>FUNDS</b>					
					<a href="#">Click Here for Fund Descriptions</a>
<b>GOVERNMENTAL FUNDS (Continued)</b>					
328	Open for Act 175 Bond Debt Retirement Funds (Major Streets)	329	Open for Act 175 Bond Debt Retirement Funds (Major Streets)	330	Open for Act 175 Bond Debt Retirement Funds (Local Streets)
331	Open for Act 175 Bond Debt Retirement Funds (Local Streets)	332	Open for Act 175 Bond Debt Retirement Funds (Local Streets)	333	Open for Act 175 Bond Debt Retirement Funds (Local Streets)
334	Open for Act 175 Bond Debt Retirement Funds (Local Streets)	335	Open for Act 175 Bond Debt Retirement Funds (Local Streets)	336	Open for Act 175 Bond Debt Retirement Funds (Local Streets)
337	Open for Act 175 Bond Debt Retirement Funds (Local Streets)	338	Open for Act 175 Bond Debt Retirement Funds (Local Streets)	339	Open for Act 175 Bond Debt Retirement Funds (Local Streets)
340	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)	341	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)	342	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)
343	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)	344	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)	345	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)
346	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)	347	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)	348	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)
349	Open for Act 175 Bond Debt Retirement Funds (Combined Major and Local Streets)	350	Open	351	Open
352	Open	353	Open	354	Open
355	Open	356	Open	357	Open
358	Open	359	Open	360	Open
361	Open	362	Act 51 Bond Debt Fund (Road)	363	Open
364	Open	365	Open	366	Jail Building Debt Fund
367	Open	368	Open	369	Building Authority Debt Fund
370	Municipal Building Debt Fund	371	Library Building Debt Fund	372	Open
373	Open	374	Open	375	Open
376	Open	377	Open	378	Open
379	Open	380	Open	381	Airport Debt Fund
382	Open	383	Open	384	Open
385	Open	386	Open	387	Open
388	Open	389	Open	390	Sewage Disposal Plant Debt Fund
391	Medical Care Facility Debt	392	Juvenile Home Debt Fund	393	Economic Development Corporation Debt Fund
394	Downtown Development Authority Debt Fund	395	Tax Increment Finance Authority Debt Fund	396	Debt Service Fund (not covered elsewhere)
397	Debt Service Fund (not covered elsewhere)	398	Debt Service Fund (not covered elsewhere)	399	Debt Service Fund (not covered elsewhere)
<b>DEBT SERVICE FUNDS SPECIAL ASSESSMENT DISTRICTS 851-899</b>					
851	Drain Debt Service Fund	852	Special Assessment Debt Service Fund	853	Storm Drain Debt Fund
854	Open	855	Open	856	Open
857	Open	858	Open	859	Sidewalk Debt Fund

**TABLE OF FUNDS, ACTIVITIES,  
ACCOUNT NUMBERS, AND NAMES**

FUNDS <a href="#">Click Here for Fund Descriptions</a>					
<b>GOVERNMENTAL FUNDS (Continued)</b>					
860	Open	861	Road Debt Fund	862	Street Debt Fund
863	Open	864	Open	865	Open
866	Open	867	Open	868	Open
869	Open	870	Chapter 20 Drain Debt Service Fund	871	Open
872	Open	873	Open	874	Open
875	Open	876	Open	877	Open
878	Open	879	Open	880	Chapter 21 Drain Debt Service Fund
881	Open	882	Open	883	Open
884	Open	885	Open	886	Open
887	Open	888	Open	889	Open
890	Open	891	Lake Level Debt Service Fund	892	Open
893	Lake Improvement Debt Fund	894	Lake Pollution Control Debt Fund	895	Open
896	Open	897	Open	898	Open
899	Open				
<b>CAPITAL PROJECT FUNDS 401-499</b>					
401	Capital Projects Fund	402	Equipment and Replacement Fund	403	Open
404	Open	405	Open	406	Open
407	Open	408	Park System Construction Fund	409	Open
410	Open	411	Hospital Building Fund	412	Industrial Complex Construction Fund
413	Animal Shelter Construction Fund	414	Mental Health Construction Fund	415	Refuse Disposal Construction Fund
416	Parking System Construction Fund	417	Sanitary Landfill Construction Fund	418	Open
419	Open	420	Open	421	Open
422	Open	423	Open	424	Open
425	Open	426	Open	427	Open
428	Open	429	Open	430	Open
431	Open	432	Open	433	Open
434	Open	435	Open	436	Open
437	Open	438	Open	439	Open
440	Open	441	Open	442	Open
443	Open	444	Open	445	Public Improvement Fund
446	Township Improvement Revolving Fund	447	Open	448	Open
449	Open	450	Open	451	Open
452	Open	453	Open	454	Open
455	Open	456	Open	457	Open
458	Open	459	Open	460	Open
461	Open	462	Open	463	Open
464	Open	465	Public Works Construction Fund	466	Jail Building Fund
467	Open	468	Open	469	Building Authority Construction Fund
470	Municipal Building Fund	471	Library Building Fund	472	Federal Grant Construction Funds

**TABLE OF FUNDS, ACTIVITIES,  
ACCOUNT NUMBERS, AND NAMES**

<b>FUNDS</b>					
					<a href="#">Click Here for Fund Descriptions</a>
<b>GOVERNMENTAL FUNDS (Continued)</b>					
473	Federal Grant Construction Funds	474	Federal Grant Construction Funds	475	Federal Grant Construction Funds
476	Federal Grant Construction Funds	477	Federal Grant Construction Funds	478	Federal Grant Construction Funds
479	Federal Grant Construction Funds	480	Federal Grant Construction Funds	481	Airport Fund
482	Open	483	Open	484	Open
485	Open	486	Open	487	Open
488	Open	489	Open	490	Sewage Disposal Plant Fund
491	Medical Care Facility Building Fund	492	Juvenile Home Building Fund	493	Economic Development Corporation Construction Fund
494	Downtown Development Authority Construction Fund	495	Tax Increment Finance Authority Construction Fund	496	Capital Projects Funds (Not Covered Elsewhere)
497	Capital Projects Funds (Not Covered Elsewhere)	498	Capital Projects Funds (Not Covered Elsewhere)	499	Capital Projects Funds (Not Covered Elsewhere)
<b>CAPITAL PROJECT FUNDS SPECIAL ASSESSMENT DISTRICTS 801-850</b>					
801	Drain Fund	802	Revolving Drain Fund	803	Storm Drain Fund
804	Revolving Drain Maintenance Fund	805	Special Assessment Capital Project Fund	806	Open
807	Open	808	Open	809	Sidewalks Construction Fund
810	Open	811	Road Fund	812	Street Improvement Fund
813	Open	814	Open	815	Open
816	Open	817	Open	818	Open
819	Open	820	Chapter 20 Drain Fund	821	Open
822	Open	823	Open	824	Open
825	Open	826	Open	827	Open
828	Open	829	Open	830	Chapter 21 Drain Fund
831	Open	832	Open	833	Open
834	Open	835	Open	836	Open
837	Open	838	Open	839	Open
840	Open	841	Lake Level Fund	842	Lake Level Revolving Fund
843	Lake Improvement Fund	844	Lake Pollution Control Fund	845	Open
846	Open	847	Open	848	Open
849	Open	850	Open		
<b>PROPRIETARY FUNDS</b>					
<b>ENTERPRISE FUNDS 501-599</b>					
501	Open	502	Open	503	Open
504	Open	505	Ambulance Fund	506	Open
507	Open	508	Park/Recreation Fund	509	Open
510	Open	511	Hospital Operating Fund	512	Medical Care Facility Fund
513	Open	514	Parking System Fund	515	Disposal System Fund
516	Delinquent Tax Revolving Fund	517	Sanitary Landfill Fund	518	Open
519	Open	520	Open	521	Open
522	Open	523	Open	524	Open
525	Open	526	Open	527	Open
528	Open	529	Open	530	Open

## TABLE OF FUNDS, ACTIVITIES, ACCOUNT NUMBERS, AND NAMES

FUNDS <a href="#">Click Here for Fund Descriptions</a>					
<b>PROPRIETARY FUNDS (Continued)</b>					
531	Open	532	Open	533	Open
534	Open	535	Housing Commission Fund	536	Open
537	Open	538	Open	539	Open
540	Open	541	Forestry Fund	542	Open
543	Open	544	Open	545	Open
546	Open	547	Open	548	Open
549	Building Department Fund (Numbered Letter 2000-6)	550	Open	551	Markets Fund
552	Open	553	Open	554	Open
555	Open	556	Open	557	Open
558	Open	559	Open	560	Open
561	Fair Board Fund	562	Open	563	Open
564	Open	565	Public Works Operation and Maintenance Fund (PA 185 and 342 for other local units)	566	Open
567	Open	568	Open	569	Building Authority Fund
570	Open	571	Open	572	Open
573	Open	574	Open	575	Open
576	Open	577	Open	578	Open
579	Open	580	Open	581	Airport Fund
582	Electrical Utility Fund	583	Gas Utility Fund	584	Golf Course Fund
585	Open	586	Port Authority Fund	587	Swimming Pool Fund
588	Transportation System Fund	589	Auto Ferry Fund	590	Sewer Fund
591	Water Fund	592	Water and Sewer Fund	593	Civic Auditorium Fund
594	Marina Fund	595	Commissary/Concession Fund	596	Garbage and Rubbish Collection Fund
597	Open	598	Open	599	Open
<b>INTERNAL SERVICE FUNDS 601-699</b>					
601	Open	602	Open	603	Open
604	Open	605	Open	606	Open
607	Open	608	Open	609	Open
610	Open	611	Open	612	Open
613	Open	614	Open	615	Open
616	Open	617	Open	618	Open
619	Open	620	Open	621	Open
622	Open	623	Open	624	Open
625	Open	626	Open	627	Open
628	Open	629	Open	630	Open
631	Building and Grounds Maintenance Fund	632	Open	633	Open
634	Central Heating Fund	635	Open	636	Open
637	Open	638	Open	639	Drain Equipment Revolving Fund
640	DPW Equipment Revolving Fund	641	DPW Revolving Fund	642	Open
643	Local Site Remediation Revolving Fund	644	Open	645	Open
646	Open	647	Open	648	Open
649	Open	650	Open	651	Open



**TABLE OF FUNDS, ACTIVITIES,  
ACCOUNT NUMBERS, AND NAMES**

<b>FUNDS</b>					
					<a href="#">Click Here for Fund Descriptions</a>
<b>PROPRIETARY FUNDS (Continued)</b>					
652	Open	653	Open	654	Open
655	Open	656	Open	657	Open
658	Open	659	Open	660	Open
661	Motor Pool Fund	662	Police Vehicle and Equipment Pool Fund	663	Fire Vehicle and Equipment Pool Fund
664	Office Equipment Pool Fund	665	Heavy Equipment Pool Fund	666	Open
667	Open	668	Open	669	Open
670	Open	671	Utilities Revolving Fund	672	Electrical Utility Fund
673	Gas Utility Fund	674	Water Utility Fund	675	Open
676	Open	677	Self-Insurance Fund	678	Open
679	Open	680	Open	681	Open
682	Open	683	Open	684	Open
685	Open	686	Open	687	Open
688	Open	689	Open	690	Open
691	Open	692	Open	693	Open
694	Open	695	Open	696	Open
697	Open	698	Open	699	Open
<b>FIDUCIARY FUNDS</b>					
<b>AGENCY FUNDS 701-725</b>					
701	General Agency Fund	702	Open	703	Current Tax Collection Fund
704	Imprest Payroll Fund	705	Open	706	Open
707	Open	708	Open	709	Open
710	District (Municipal) Court Trust Fund	711	Probate Court Trust Fund	712	Trial Court Trust Fund
713	Open	714	Inmates' Trust Fund	715	Open
716	Open	717	Open	718	Open
719	Open	720	Open	721	Library Penal Fine Fund
722	Open	723	Open	724	Open
725	Open				
<b>PENSION (AND OTHER EMPLOYEE BENEFITS) TRUST FUNDS 726-750</b>					
726	Employees 457 Deferred Compensation Fund	727	401K Deferred Compensation Fund	728	Open
729	Open	730	Open	731	Retirement System Fund
732	Police and Fire Retirement System Fund	733	401K Retirement System Fund	734	Open
735	Open	736	Public Employee Health Care	737	OPEB Fund
738	Open	739	Open	740	Open
741	Open	742	Open	743	Open
744	Open	745	Open	746	Open
747	Open	748	Open	749	Open
750	Open				
<b>INVESTMENT TRUST FUNDS 751-755</b>					
751	Local Unit Investment Pool Trust Fund	752	Open	753	Open
754	Open	755	Open		

## TABLE OF FUNDS, ACTIVITIES, ACCOUNT NUMBERS, AND NAMES

FUNDS <a href="#">Click Here for Fund Descriptions</a>					
<b>FIDUCIARY FUNDS (Continued)</b>					
<b>PRIVATE PURPOSE TRUST FUNDS 756-799</b>					
756	Open	757	Open	758	Open
759	Open	760	Open	761	Open
762	Open	763	Open	764	Open
765	Open	766	Open	767	Open
768	Open	769	Open	770	Open
771	Open	772	Open	773	Open
774	Open	775	Open	776	Open
777	Open	778	Open	779	Open
780	Open	781	Open	782	Open
783	Open	784	Open	785	Open
786	Open	787	Open	788	Open
789	Open	790	Open	791	Open
792	Open	793	Open	794	Open
795	Open	796	Open	797	Open
798	Open	799	Open		
<b>CAPITAL ASSETS (900-949) AND LONG-TERM OBLIGATIONS (950-975) AND GOVERNMENTAL FULL ACCRUAL (Supporting Info. for Government-Wide Statements)</b>					
Governmental Full Accrual--These accounts are provided for the purpose of facilitating record keeping relating to the difference between governmental fund modified accrual and government-wide accrual reporting. Their use is not mandatory but is recommended for the purpose stated. Other means of accumulating the required information, such as spread sheets that become a permanent part of the accounting records, are acceptable.					
<b>GOVERNMENTAL FULL ACCRUAL</b>					
901					

## TABLE OF FUNDS, ACTIVITIES, ACCOUNT NUMBERS, AND NAMES

<b>ACTIVITIES</b>					
					<a href="#">Click here for Activity Descriptions</a>
<b>[100] FUNCTION - GENERAL GOVERNMENT CONTROL (Activity Numbers 101-128 and 171-279)</b>					
<b>LEGISLATIVE 101-128</b>					
101	Governing Body (County Board of Commissioners, City Council, Township Board, Village Council)	102	Legislative Committee	103	Open Legislative Activities
104	Open Legislative Activities	105	Open Legislative Activities	106	Open Legislative Activities
107	Open Legislative Activities	108	Open Legislative Activities	109	Open Legislative Activities
110	Open Legislative Activities	111	Open Legislative Activities	112	Open Legislative Activities
113	Open Legislative Activities	114	Open Legislative Activities	115	Open Legislative Activities
116	Open Legislative Activities	117	Open Legislative Activities	118	Open Legislative Activities
119	Open Legislative Activities	120	Open Legislative Activities	121	Open Legislative Activities
122	Open Legislative Activities	123	Open Legislative Activities	124	Open Legislative Activities
125	Open Legislative Activities	126	Open Legislative Activities	127	Open Legislative Activities
128	Open Legislative Activities				
<b>CHIEF EXECUTIVE 171-190</b>					
171	Chief Executive (Mayor, President, Supervisor)	172	Administrator, Manager, Superintendent, Controller	173	Open for Executive Activities
174	Open for Executive Activities	175	Open for Executive Activities	176	Open for Executive Activities
177	Open for Executive Activities	178	Open for Executive Activities	179	Open for Executive Activities
180	Open for Executive Activities	181	Open for Executive Activities	182	Open for Executive Activities
183	Open for Executive Activities	184	Open for Executive Activities	185	Open for Executive Activities
186	Open for Executive Activities	187	Open for Executive Activities	188	Open for Executive Activities
189	Open for Executive Activities	190	Open for Executive Activities		
<b>FINANCIAL AND TAX ADMINISTRATION 191-260</b>					
191	Accounting Department	192	Open for Accounting Activities	193	Open for Accounting Activities
194	Open for Accounting Activities	195	Open for Accounting Activities	196	Open for Accounting Activities
197	Open for Accounting Activities	198	Open for Accounting Activities	199	Open for Accounting Activities
200	Open for Accounting Activities	201	Open for Accounting Activities	202	Open for Accounting Activities
203	Open for Accounting Activities	204	Open for Accounting Activities	205	Open for Accounting Activities
206	Open for Accounting Activities	207	Open for Accounting Activities	208	Open for Accounting Activities
209	Open	210	Open	211	Open
212	Budget Department/Director	213	Open for Budget Department Activities	214	Open for Budget Department Activities
215	Clerk	216	Open for Clerk Activities	217	Open for Clerk Activities
218	Open for Clerk Activities	219	Open	220	Open
221	Open	222	Open	223	Internal Audit, External Audit, Board of Auditors
224	Open	225	Open	226	Open
227	Open	228	Information Technology	229	Open
230	Open	231	Open	232	Open
233	Purchasing	234	Open for Purchasing Activities	235	Open for Purchasing Activities
236	Open	237	Open	238	Open
239	Open	240	Open	241	Open
242	Open	243	Property Description Department	244	Open

**TABLE OF FUNDS, ACTIVITIES,  
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<b>ACTIVITIES</b>					
					<a href="#">Click here for Activity Descriptions</a>
<b>GENERAL GOVERNMENT CONTROL (Continued)</b>					
245	County Survey and Remonumentation	246	Open	247	Board of Review
248	Open	249	Open	250	Open
251	Open	252	Open	253	Treasurer
254	Open	255	Open	256	Open
257	Assessor/Equalization Department	258	Open	259	Open
260	Open				
<b>OTHER GENERAL GOVERNMENT 261-279</b>					
261	Open	262	Elections	263	Open for Elections
264	Open for Elections	265	Building and Grounds	266	Attorney/Corporation Counsel
267	Open	268	Open	269	Civil Service/Merit System
270	Human Resources (Personnel) Department	271	Open	272	Open
273	Open	274	Retirement Board/VEBA Board/Department	275	Open
276	Open	277	Open	278	Open
279	Building Authority				
<b>[280] FUNCTION - JUDICIAL CONTROL (Activity Numbers 281-299)</b>					
281	Trial Court	282	Open for Other Trial Court Activities	283	Circuit Court
284	Open for Circuit Court Activities	285	Open for Circuit Court Activities	286	District/Municipal Court
287	Open for District/Municipal Court Activities	288	Open for District/Municipal Court Activities	289	Friend of the Court
290	Friend of the Court-Cooperative Reimbursement	291	Open for Other Friend of the Court Activities	292	Law Library
293	Open for Law Library Activity	294	Probate Court	295	Probation
296	Prosecuting Attorney	297	Grand Jury	298	Family Counseling Services
299	Open for Judicial Activities				
<b>[300] FUNCTION - PUBLIC SAFETY CONTROL (Activity Numbers 301-439)</b>					
301	Police/Sheriff/Constable	302	Open	303	Open
304	Open	305	Administration	306	Open
307	Open	308	Open	309	Open
310	Crime Control and Investigation	311	Open	312	Open
313	Open	314	Open	315	Traffic and Safety Program
316	Open for Other Traffic Control Activities	317	Open for Other Traffic Control Activities	318	Open for Other Traffic Control Activities
319	Open for Other Traffic Control Activities	320	Training	321	Open
322	Open	323	Open	324	Open
325	Communications/Dispatch	326	Open	327	Open
328	Open	329	Open	330	Liquor Law Enforcement
331	Marine Law Enforcement	332	Snowmobile Law	333	Open
334	Open	335	Open	336	Fire Department

## TABLE OF FUNDS, ACTIVITIES, ACCOUNT NUMBERS, AND NAMES

ACTIVITIES					
					<a href="#">Click here for Activity Descriptions</a>
PUBLIC SAFETY CONTROL (Continued)					
337	Administration-Fire Department	338	Open for Other Fire Department Activities	339	Fire Fighting
340	Open for Other Fire Department Activities	341	Fire Prevention	342	Training-Fire Department
343	Communications-Fire Department	344	Open for Other Fire Department Activities	345	Public Safety Department (Police and Fire)
346	Open	347	Open	348	Open
349	Open	350	Open	351	Corrections/Jail
352	Open for Other Corrections/Jail Activities	353	Open for Other Corrections/Jail Activities	354	Open for Other Corrections/Jail Activities
355	Open for Other Corrections/Jail Activities	356	Juvenile Correctional Institution	357	Open for Other Juvenile Correctional Institution Activities
358	Open for Other Juvenile Correctional Institution Activities	359	Open for Other Juvenile Correctional Institution Activities	360	Open for Other Juvenile Correctional Institution Activities
361	Parole	362	Other Corrections Activities-Training ( <i>Numbered Letter 2004-1</i> )	363	Open for Other Corrections Activities
364	Open for Other Corrections Activities	365	Open for Other Corrections Activities	366	Open for Other Corrections Activities
367	Open for Other Corrections Activities	368	Open for Other Corrections Activities	369	Open for Other Corrections Activities
370	Open for Other Corrections Activities	371	Building Inspection Department ( <i>Numbered Letters 2000-2 and 2000-6</i> )	372	Open (For Specific Types of Inspections)
373	Open (For Specific Types of Inspections)	374	Open (For Specific Types of Inspections)	375	Open (For Specific Types of Inspections)
376	Open (For Specific Types of Inspections)	377	Open (For Specific Types of Inspections)	378	Open (For Specific Types of Inspections)
379	Open (For Specific Types of Inspections)	380	Open (For Specific Types of Inspections)	381	Open (For Specific Types of Inspections)
382	Open (For Specific Types of Inspections)	383	Open (For Specific Types of Inspections)	384	Open (For Specific Types of Inspections)
385	Open (For Specific Types of Inspections)	386	Open (For Specific Types of Inspections)	387	Open (For Specific Types of Inspections)
388	Open (For Specific Types of Inspections)	389	Open (For Specific Types of Inspections)	390	Open (For Specific Types of Inspections)
391	Open (For Specific Types of Inspections)	392	Open (For Specific Types of Inspections)	393	Open (For Specific Types of Inspections)
394	Open (For Specific Types of Inspections)	395	Open (For Specific Types of Inspections)	396	Open (For Specific Types of Inspections)
397	Open (For Specific Types of Inspections)	398	Open (For Specific Types of Inspections)	399	Open (For Specific Types of Inspections)
400	Open	401	Open	402	Open
403	Open	404	Open	405	Open
406	Open	407	Open	408	Open
409	Open	410	Open	411	Open
412	Open	413	Open	414	Open

**TABLE OF FUNDS, ACTIVITIES,  
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<b>ACTIVITIES</b>					
					<a href="#">Click here for Activity Descriptions</a>
<b>FUNCTION - PUBLIC SAFETY CONTROL (Continued)</b>					
415	Open	416	Open	417	Open
418	Open	419	Open	420	Open
421	Open	422	Open	423	Open
424	Open	425	Open	426	Emergency Management Homeland Security
427	Water Safety Council	428	Open	429	Open
430	Animal Shelter/Dog Warden	431	Open	432	Open
433	Open	434	Open	435	Open
436	Open	437	Open	438	Open
439	Open				
<b>[440] FUNCTION - PUBLIC WORKS CONTROL (Activity Numbers 441-599)</b>					
441	Department of Public Works	442	Drain Commissioner/Water Resource Commissioner	443	Open
444	Sidewalks	445	Drains-Public Benefit	446	Roads, Streets, Bridges (Not Act 51)
447	Engineers/Engineering	448	Street Lighting	449	Road Commission/Street Department (Act 51)
450	450 to 520 (Use for Detail Road and Street Activities)	521	Sanitation Department	522	Street Cleaning
523	Open	524	Open	525	Open
526	Sanitary Landfill	527	Sewage Disposal	528	Rubbish Collection/Disposal
529	Open	530	Open	531	Open
532	Open	533	Open	534	Open
535	Open	536	Water and/or Sewer Systems	537	537-566 (Use for Detail Water and/or Sewer System Activities)
567	Cemetery	568	Soil Conservation	569	Watershed Council
570	Lake Improvements	571	Open	572	Open
573	Open	574	Open	575	Open
576	Open	577	Open	578	Open
579	Open	580	Open	581	Open
582	Open	583	Open	584	Open
585	Open	586	Open	587	Open
588	Open	589	Open	590	Open
591	Open	592	Open	593	Open
594	Open	595	Airport	596	Transportation
597	Marina	598	Open	599	Open
<b>[600] FUNCTION – HEALTH AND WELFARE CONTROL (Activity Numbers 601-699)</b>					
601	Health Department	602	Open	603	Open
604	Open	605	Contagious Diseases	606	Open
607	Open	608	Open	609	Open
610	Health Board	611	Health Clinics	612	Open
613	Open	614	Open	615	Open
616	Open	617	Open	618	Open
619	Open	620	Mosquito Control	621	Pollution Control
622	Open	623	Open	624	Open
625	Open	626	Open	627	Open
628	Open	629	Open	630	Open

**TABLE OF FUNDS, ACTIVITIES,  
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<b>ACTIVITIES</b>					
					<a href="#">Click here for Activity Descriptions</a>
<b>HEALTH AND WELFARE CONTROL (Continued)</b>					
631	Substance Abuse	632	Open	633	Open
634	Open	635	Hospital Operation	636	Open
637	Open	638	Open	639	Open
640	Open	641	Open	642	Open
643	Open	644	Open	645	Open
646	Open	647	Open	648	Medical Examiner
649	Mental Health	650	State Institutions	651	Ambulance
652	Open	653	Open	654	Open
655	Open	656	Open	657	Open
658	Open	659	Open	660	Open
661	Open	662	Child Care-Family Division of Circuit Court	663	Child Care-Department of Human Services (DHS)
664	Open	665	Open	666	Open
667	Open	668	Open	669	Open
670	Department of Human Services	671	Medical Care Facility	672	Agency on Aging
673	Open	674	Open	675	Open
676	Open	677	Open	678	Open
679	Open	680	Open	681	Veterans Burials
682	Veterans Counselor	683	Veterans Trust Board	684	Open
685	Open	686	Open	687	Open
688	Open	689	Veterans Relief	690	Redevelopment and Housing
691	Open	692	Public Housing	693	Community Action Program
694	Community Development Block Grant	695	Open for other grant programs that benefit economically disadvantaged individuals	696	Open for other grant programs that benefit economically disadvantaged individuals
697	Open for other grant programs that benefit economically disadvantaged individuals	698	Open for other grant programs that benefit economically disadvantaged individuals	699	Open for other grant programs that benefit economically disadvantaged individuals
<b>[700] FUNCTION - COMMUNITY AND ECONOMIC DEVELOPMENT CONTROL (Activity Numbers 701-749)</b>					
701	Planning	702	Zoning	703	Open
704	Open	705	Open	706	Open
707	Open	708	Open	709	Open
710	Cooperative Extension	711	Register of Deeds	712	Abstract Department
713	Surveyor	714	Open	715	Open
716	Open	717	Open	718	Open
719	Open	720	Open	721	Open
722	Open	723	Open	724	Open
725	Open	726	Open	727	Open
728	Economic Development	729	Open	730	Home Demolition
731	Home Renovation	732	Blight Removal	733	Open
734	Open	735	Open	736	Open
737	Open	738	Open	739	Open
740	Open	741	Open	742	Open
743	Open	744	Open	745	Open
746	Open	747	Open	748	Open
749	Open				

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<b>ACTIVITIES</b>					
					<a href="#">Click here for Activity Descriptions</a>
<b>[750] FUNCTION - RECREATION AND CULTURE CONTROL (Activity Numbers 751-849)</b>					
751	Parks and Recreation Department	752	Parks Administration	753	Open
754	Open	755	Open	756	Recreation/Park Facilities
757	Open	758	Open	759	Open
760	Parks Supervision	761	Open	762	Open
763	Open	764	Parks Policing	765	Open
766	Open	767	Parks Lighting	768	Open
769	Open	770	Parks Maintenance	771	Open
772	Open	773	Open	774	Open
775	Open	776	Open	777	Open
778	Open	779	Open	780	Open
781	Open	782	Open	783	Open
784	Open	785	Open	786	Open
787	Open	788	Open	789	Open
790	Library	791	Library Board	792	Open
793	Open	794	Open	795	Open
796	Open	797	Open	798	Open
799	Open	800	Open	801	Open
802	Open	803	Historical Society, Commission or Program	804	Museum
805	Auditorium--Civic Center	806	Open	807	Open
808	Open	809	Open	810	Open
811	Open	812	Open	813	Open
814	Open	815	Open	816	Open
817	Open	818	Open	819	Open
820	Open	821	Open	822	Open
823	Open	824	Open	825	Open
826	Open	827	Open	828	Open
829	Open	830	Open	831	Open
832	Open	833	Open	834	Open
835	Open	836	Open	837	Open
838	Open	839	Open	840	Open
841	Open	842	Open	843	Open
844	Open	845	Open	846	Open
847	Open	848	Open	849	Open



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BALANCE SHEET ACCOUNTS					<a href="#">Click here for Account Descriptions</a>
<b>CURRENT ASSETS 001-129</b>					
<b>CASH AND INVESTMENTS 001-017</b>					
001	Cash - Checking	002	Cash - Savings	003	Cash - Certificates of Deposit
004	Imprest (Petty) Cash	005	Open	006	Open
007	Cash - Payroll Bank Account	008	Open	009	Open
010	Open	011	Open	012	Open
013	Open	014	Open	015	Open
016	Deposits with Fiscal Agent	017	Investments in Securities		
<b>RECEIVABLES 018-100</b>					
018	Receivables - Control (019 - 100)	019	Taxes Receivable - Control (020 - 030)	020	Taxes Receivable - Real Property - Current Levy
021	Open	022	Taxes Receivable - Personal Property - Current Levy	023	Open
024	Open	025	Open	026	Taxes Receivable - Delinquent - Real Property
027	Open	028	Taxes Receivable - Delinquent - Personal Property	029	Open
030	Interest and Penalties Receivable on Taxes	031	Open	032	Open
033	Utility Bills Receivable	034	Delinquent Utility Bills Receivable (on tax roll)	035	Open
036	Open	037	Open	038	Open
039	Open	040	Accounts Receivable (General - Not Governmental Units)	041	Estimated Uncollectible Accounts Receivable (Credit)
042	Open	043	Open	044	Travel Advances Receivable
045	Special Assessments Receivable - Current	046	Open	047	Special Assessments Receivable - Delinquent
048	Open	049	Special Assessments Receivable - Unavailable	050	Open
051	Open	052	Open	053	Open
054	Open	055	Open	056	Interest Receivable
057	Local Unit's Share of Assessment Improvement Costs Receivable	058	Open	059	Open
060	Notes Receivable	061	Loans Receivable	062	Leases Receivable (Current)
063	Open	064	Land Contracts Receivable	065	Open
066	Open	067	Open	068	Open
069	Open	070	Open	071	Due from Cities
072	Due from Counties	073	Due from Libraries	074	Due from Road Commissions
075	Due from Schools	076	Due from Townships (Except Road Agreements)	077	Due from Villages
078	Due from State	079	Due from Federal Government	080	Due from Townships (Road Agreements)
081	Due from Other Units of Government	082	Open	083	Due from Employees
084	Due from Other Funds	085	Open	086	Open
087	Court Orders Receivable	088	Service Fees Receivable	88.1	Forfeiture Certificate Recording Fees Receivable ( <i>Numbered Letter 2000-8</i> )

**TABLE OF FUNDS, ACTIVITIES,  
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<b>BALANCE SHEET ACCOUNTS</b>						<a href="#">Click here for Account Descriptions</a>
<b>RECEIVABLES (Continued)</b>						
089	Open	090	Open	091	Open	
092	Open	093	Open	094	Open	
095	Open	096	Open	097	Open	
098	Open	099	Open	100	Open	
<b>INVENTORY 101-110</b>						
101	Inventory Control (102-110)	102	Open	103	Open	
104	Open	105	Open	106	Open	
107	Open	108	Open	109	Inventory - Road Materials	
110	Inventory - Equipment and Parts					
<b>OTHER CURRENT ASSETS 111-129</b>						
111	Open	112	Open	113	Open	
114	Open	115	Open	116	Open	
117	Open	118	Open	119	Open	
120	Open	121	Open	122	Open	
123	Prepaid Expenses	124	Open	125	Open	
126	Open	127	Open	128	Assets Held for Sale	
129	Open					
<b>NON-CURRENT ASSETS 130-199</b>						
<b>CAPITAL ASSETS 130-179</b>						
130	Land and Right of Way Purchases	131	Land Improvements - Non-depreciating	132	Land Improvements - Depreciating	
133	Accumulated Depreciation - Land Improvements (Credit)	134	Depletable Assets	135	Accumulated Depletion - Depletable Assets (Credit)	
136	Buildings, Building Additions and Improvements	137	Accumulated Depreciation - Buildings, Building Additions and Improvements (Credit)	138	Road Equipment	
139	Accumulated Depreciation - Road Equipment (Credit)	140	Shop Equipment	141	Accumulated Depreciation - Shop Equipment (Credit)	
142	Engineering Equipment	143	Accumulated Depreciation - Engineering Equipment (Credit)	144	Yard and Storage Equipment	
145	Accumulated Depreciation - Yard and Storage Equipment (Credit)	146	Office Equipment and Furniture	147	Accumulated Depreciation - Office Equipment and Furniture (Credit)	
148	Vehicles	149	Accumulated Depreciation - Vehicles (Credit)	150	Books	
151	Accumulated Depreciation - Books (Credit)	152	Water System	153	Accumulated Depreciation - Water System (Credit)	
154	Sewer System	155	Accumulated Depreciation - Sewer System (Credit)	156	Open	
157	Open	158	Construction in Progress	159	Open	
160	Open	161	Open	162	Open	
163	Open	164	Open	165	Open	
166	Open	167	Open	168	Open	
169	Open	170	Open	171	Open	
172	Open	173	Open	174	Open	
175	Open	176	Open	177	Open	
178	Open	179	Open			

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<b>BALANCE SHEET ACCOUNTS</b>				<a href="#">Click here for Account Descriptions</a>	
<b>OTHER NON-CURRENT ASSETS 180-194</b>					
180	Investment of Surplus Funds	181	Investment in Joint Venture	182	Open
183	Open	184	Open	185	Open
186	Open	187	Open	188	Derivative Contracts
189	Leases Receivable (Long-Term)	190	Net Pension Asset	191	Net OPEB Asset
192	Unamortized Discounts on Bonds Sold by the Local Unit	193	Long-Term Advances to Other Funds	194	Long-Term Advances to Other Units of Government
<b>DEFERRED OUTFLOWS 195-199</b>					
195	Deferred Outflows (Point off each individual deferral in a separate sub-account)	196	Open for Deferred Outflows	197	Open for Deferred Outflows
198	Open for Deferred Outflows	199	Open for Deferred Outflows		
<b>CURRENT LIABILITIES 200-299</b>					
200	Open	201	Vouchers Payable	202	Accounts Payable
203	Drain Orders Payable	204	Open	205	Judgments Payable
206	Annuities Payable	207	Notes Payable (Current)	208	Leases Payable (Current)
209	Open	210	Open	211	Contracts Payable - Retained Percentage
212	Open	213	Land Contracts Payable - Current Portion	214	Due to Other Funds
215	Open	216	Open	217	Open
218	Open	219	Open	220	Open
221	Due to Cities	222	Due to Counties	223	Due to Libraries
224	Due to Road Commissions	225	Due to Schools	226	Due to Townships
227	Due to Villages	228	Due to State of Michigan	229	Due to Federal Government
230	Due to Other Units of Government	231	Payroll Deductions Payable	232	Due to Employees
233	Due to Former Employees	234	Due to Intermediate School Districts	235	Due to Community Colleges
236	Due to Special Education	237	Open	238	Open
239	Open	240	Open	241	Open
242	Open	243	Open	244	Open
245	Open	246	Open	247	Open
248	Open	249	Open	250	Bonds Payable – Current
251	Accrued Interest Payable	252	Open	253	Open
254	Open	255	Customer Deposits and Interest Payable	256	Open
257	Accrued Wages Payable	258	Accrued Taxes Payable (Includes Payroll Taxes)	259	Open
260	Accrued Vacation Payable	261	Accrued Sick Leave Payable	262	Open
263	Open	264	Open	265	Bonds Payable (Cash Bonds, Appearance Bonds)
266	Court Orders Payable	267	Due to Court Wards	268	Unclaimed Money
269	Garnishments Payable	270	Patients or Inmates Trust Money Payable	271	Restitutions Payable
272	Open	273	Undistributed Receipts	274	Undistributed Tax Collections
275	Due to Taxpayers (Tax Overpayments and Duplicate Payments )	276	Receipts Refundable	277	Open

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<b>BALANCE SHEET ACCOUNTS</b>						<a href="#">Click here for Account Descriptions</a>
<b>CURRENT LIABILITIES (Continued)</b>						
278	Open	279	Open	280	Open	
281	Open	282	Open	283	Performance Deposits Payable	
284	Open	285	Open	286	Due to Fiscal Agent	
287	Open	288	Open	289	Unamortized Premiums on Bonds Sold	
290	Open	291	Open	292	Open	
293	Open	294	Open	295	Open	
296	Open	297	Open	298	Open	
299	Open					
<b>LONG-TERM LIABILITIES 300-359</b>						
300	Bonds Payable	301	Open	302	Open	
303	Open	304	Leases Payable (Non-Current)	305	Open	
306	Open	307	Notes Payable	308	Open	
309	Open	310	Open	311	Open	
312	Open	313	Open	314	Advances from Other Funds	
315	Open	316	Open	317	Open	
318	Open	319	Open	320	Open	
321	Open	322	Open	323	Open	
324	Open	325	Open	326	Open	
327	Open	328	Advances from State	329	Advances from Federal Government	
330	Advances from Local Units of Government	331	Open	332	Open	
333	Advances - Special Assessment Districts	334	Net Pension Liability	335	Net OPEB Obligation	
336	Open	337	Open	338	Open	
339	Unearned Revenues	340	Open	341	Open	
342	Open	343	Accrued Vacation and Sick Leave Payable	344	Open	
345	Open	346	Open	347	Open	
348	Open	349	Open	350	Open	
351	Open	352	Open	353	Open	
354	Open	355	Open	356	Open	
357	Open	358	Open	359	Open	
<b>DEFERRED INFLOWS 360-369</b>						
360	Deferred Inflows (point off each individual deferral in a separate sub-account)	361	Open for Deferred Inflows	362	Open for Deferred Inflows	
363	Drain Orders - Deferred	364	Open for Deferred Inflows	365	Open for Deferred Inflows	
366	Open for Deferred Inflows	367	Open for Deferred Inflows	368	Open for Deferred Inflows	
369	Open for Deferred Inflows					
<b>FUND BALANCE AND NET POSITION 370-399</b>						
370	Fund Balance - Nonspendable - Prepaids	371	Fund Balance - Nonspendable - Inventory	372	Fund Balance - Nonspendable - Long Term Advances to Other Funds	

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<b>BALANCE SHEET ACCOUNTS</b>				<a href="#">Click here for Account Descriptions</a>	
<b>FUND BALANCE AND NET POSITION (Continued)</b>					
373	Fund Balance - Nonspendable - Other	374	Fund Balance - Nonspendable - Other	375	Fund Balance - Restricted
376	Fund Balance - Restricted	377	Fund Balance - Restricted	378	Fund Balance - Restricted
379	Fund Balance - Restricted	380	Fund Balance - Committed	381	Fund Balance - Committed
382	Fund Balance - Committed	383	Fund Balance - Committed	384	Fund Balance - Committed
385	Fund Balance - Assigned	386	Fund Balance - Assigned	387	Fund Balance - Assigned
388	Fund Balance - Assigned	389	Fund Balance - Assigned	390	Fund Balance - Unassigned
391	Net Position - Invested in Capital Assets	392	Net Position - Restricted	393	Net Position - Restricted
394	Net Position - Restricted	395	Net Position - Restricted	396	Net Position - Restricted
397	Net Position - Restricted	398	Net Position - Restricted	399	Net Position - Unrestricted

## TABLE OF FUNDS, ACTIVITIES, ACCOUNT NUMBERS, AND NAMES

REVENUE ACCOUNTS						<a href="#">Click here for Revenue Descriptions</a>
<b>[400] REVENUE CONTROL</b>						
<b>TAXES 401-449</b>						
<i>(GENERAL REVENUE)</i>						
401	Taxes Control (Mandatory)	402	Current Real Property Taxes	403	Current Property Taxes--Extra or Special Voted	
404	Open	405	Open	406	Open	
407	Open	408	Open	409	Open	
410	Current Personal Property Taxes	411	Delinquent Real Property Taxes	412	Delinquent Personal Property	
413	Open	414	Allowance for Refunds (BOR, MTT)	415	Allowance for Chargebacks	
416	Open	417	Open	418	Open	
419	Open	420	Open	421	Open	
422	Redemptions and Reconveyance	423	Open	424	Tax Reverted Lands	
425	Open	426	Open	427	Community-wide special assessments <sup>1</sup>	
428	Open	429	Commercial Forest Reserve	430	National Forest Reserve Taxes	
431	Submarginal Land Act (Bankhead Jones)	432	Payment in Lieu of Taxes (PILT) <sup>2</sup>	433	Commercial Facilities Tax (PA 255 of 1978)	
434	Trailer Tax	435	Accommodations Tax (PA 263 of 1974)	436	City Utility Users Tax	
437	Industrial Facility Tax	438	Income Tax	439	Open	
440	Open	441	Local Community Stabilization Share Tax (PA 80 of 2014)(2016 forward)	442	Open	
443	Open	444	Open	445	Penalties and Interest on Taxes	
446	Open	447	Property Tax Administration Fee	448	Collection Fees	
449	County Expense of Sale					
<b>SPECIAL ASSESSMENTS<sup>1</sup> 450 -474</b>						
<i>PROGRAM REVENUE--If the governmental entity is not obligated in any manner for special assessment debt, program revenue equal to the amount capitalized should be reported along with other grants or contributions restricted for capital purposes</i>						
<i>PROGRAM REVENUE--Exchange or exchange-like service type special assessments</i>						
450	Special Assessments Control	451	Open for Special Assessments	452	Open for Special Assessments	
453	Open for Special Assessments	454	Open for Special Assessments	455	Open for Special Assessments	
456	Open for Special Assessments	457	Open for Special Assessments	458	Open for Special Assessments	
459	Open for Special Assessments	460	Open for Special Assessments	461	Open for Special Assessments	
462	Open for Special Assessments	463	Open for Special Assessments	464	Open for Special Assessments	
465	Open for Special Assessments	466	Open for Special Assessments	467	Open for Special Assessments	
468	Open	469	Open	470	Open	
471	Open	472	Open	473	Open	
474	Open					

<sup>1</sup> Any special assessment that is assessed on a community-wide basis, such as an Act 33 public safety millage, should be reported in account 427 as a tax. All other assessments should be reported in accounts 450-474.

<sup>2</sup> Internally generated PILT should be recorded as either an interfund service or as a transfer. If the payment is reasonably equivalent in value to the services provided then it would be considered an interfund service. If values are not reasonably equivalent then transfer should be recorded.

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REVENUE ACCOUNTS						<a href="#">Click here for Revenue Descriptions</a>
<b>LICENSES AND PERMITS 475-500</b>						
<i>PROGRAM REVENUE--Program specific licenses &amp; permits</i>						
475	Licenses and Permits Control (Mandatory)	476	Business Licenses and Permits (a)	477	Cable TV Franchise Fees	
478	Open	479	Open	480	Open	
481	Open	482	Open	483	Open	
484	Open	485	Open	486	Open	
487	Open	488	Open	489	Open	
490	Non-Business Licenses and Permits (b)	491	Open	492	Open	
493	Open	494	Open	495	Open	
496	Open	497	Open	498	Open	
499	Open	500	Open			
<p>(a) Account Numbers 476-489 may be used to designate business licenses and permits subsidiary accounts, such as Alcoholic Beverages, Health, Police and Protection, Corporations, Public Utilities, Professional and Occupational, Amusements and any others, as needed or desired by the unit.</p> <p>(b) Account Numbers 490-500 may be used to designate non-business licenses and permits subsidiary accounts, such as Building Structures and Equipment, Marriage, Burial, Animal, Sidewalk, Curbs, Approach and Culvert, and any others as needed, or desired by the unit.</p>						
<b>FEDERAL GRANTS 501-538</b>						
<i>PROGRAM REVENUE--Program specific grants and contributions (operating and capital).</i>						
<i>GENERAL REVENUE--Multi-purpose grants that do not provide for specific identification of the programs and amounts.</i>						
501	Federal Grants Control (Mandatory)	502	Federal Grants - General Government	503	Open	
504	Open	505	Federal Grants - Public Safety	506	Open	
507	Open	508	Open	509	Open	
510	Open	511	Open	512	Open	
513	Federal Grants - Sanitation	514	Open	515	Open	
516	Federal Grants - Health	517	Open	518	Open	
519	Federal Grants - Welfare	520	Open	521	Open	
522	Federal Grants - CDBG	523	Federal Grants - Recreational and Cultural	524	Open	
525	Open	526	Open	527	Open	
528	Federal Grants - Other	529	Open	530	Open	
531	Open	532	Open	533	Open	
534	Open	535	Open	536	Open	
537	Open	538	Federal Capital Grants			
<b>STATE GRANTS 539-579</b>						
<i>PROGRAM REVENUE--Program specific grants and contributions (operating and capital).</i>						
<i>GENERAL REVENUE--Multi-purpose grants that do not provide for specific identification of the programs and amounts.</i>						
539	State Grants Control (Mandatory)	540	Open	541	Open	
542	Open	543	State Grants - Public Safety	544	State Grants--Drunk Driving Case Flow Assistance (Numbered Letter 1998-5)	

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REVENUE ACCOUNTS						<a href="#">Click here for Revenue Descriptions</a>
<b>STATE GRANTS (Continued)</b>						
545	State Grants - Drug Case Information Management Account ( <i>Numbered Letter 1998-5</i> )	546	State Grants - Highway and Streets	547	State Grant - Court Equity ( <i>Numbered Letter 1998-5</i> )	
548	Open	549	Open	550	Open	
551	Open	552	State Grants - Sanitation	553	Open	
554	Open	555	State Grants - Health	556	Open	
557	Open	558	Open	559	Open	
560	Open	561	State Grants - Welfare	562	Open	
563	Open	564	Open	565	Open	
566	State Grants - Recreational and Cultural	567	Open	568	Open	
569	State Grants - Other	570	State Grants - Crime Victims' Rights ( <i>Number Letter 1994-11</i> )	571	Open	
572	Open	573	Open	574	State Grants - State Revenue Sharing	
575	State Grants - Survey and Remonumentation ( <i>Numbered Letter 1992-12</i> )	576	State Grants - Special Election Reimbursement	577	Open	
578	Open	579	State Capital Grants			
<b>CONTRIBUTIONS FROM LOCAL UNITS 580-599</b>						
<b>PROGRAM REVENUE</b>						
580	Contributions from Local Units Control (Mandatory)	581	Open	582	Open	
583	Open	584	Open	585	Open	
586	Open	587	Open	588	Open	
589	Open	590	Open	591	Open	
592	Open	593	Open	594	Open	
595	Open	596	Open	597	Open	
598	Open	599	Open			
<b>CHARGES FOR SERVICES 600-654</b>						
<b>PROGRAM REVENUE</b>						
600	Charges for Services Control (Mandatory)	601	Court Related Charges (601-606)	602	Open	
603	Open	604	Open	605	Open	
606	Open	607	Fees (607-625)	608	Court Filing Fees*	
609	Jury Demand Fees*	610	Writ of Garnishment, Restitution, Attachment or Execution *	611	Attorney Fee Reimbursement*	
612	Guardian Ad Litem Reimbursement *	613	Open	614	Open	
615	Open	616	Open	617	Open	
618	Open	619	Open	620	Open	
621	Probation Oversight Fee*	622	Estate Inventory Fee *	623	Friend of the Court Statutory Handling Fee*	
* These accounts are referenced in Numbered Letter 1998-5						



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<b>REVENUE ACCOUNTS</b>						<a href="#">Click here for Revenue Descriptions</a>
<b>CHARGES FOR SERVICES (Continued)</b>						
624	Friend of the Court Service Fee*	625	Miscellaneous Court Costs and Fees*	626	Services Rendered (626-638)	
627	Building Inspection Fees	628	Open	629	Open	
630	Open	631	Open	632	Open	
633	Open	634	Open	635	Open	
636	Open	637	Open	638	Ambulance Transport Fees	
639	Title Search Fee ( <i>Numbered Letter 2000-8</i> )	640	Open	641	Pre-Forfeiture Mailing Notice Cost ( <i>Numbered Letter 2000-8 and 2002-3</i> )	
642	Sales (642-650)	643	Open	644	Open	
645	Open	646	Open	647	Open	
648	Open	649	Open	650	Open	
651	Use and Admission Fees	652	Parking Fees	653	Other Use and Admission Fees	
654	Other Use and Admission Fees					
* These accounts are referenced in Numbered Letter 1998-5						
<b>FINES AND FORFEITS 655-663</b>						
<b>PROGRAM REVENUE</b>						
655	Fines and Forfeitures Control (Mandatory)	656	Traffic Violations (e.g., passed through District court)	657	Ordinance Fines and Costs *	
658	Open	659	Open	660	Statute Costs *	
661	Open	662	Open	663	Bond Forfeitures and Bond Costs *	
* These accounts are referenced in Numbered Letter 1998-5						
<b>INVESTMENT INCOME AND RENTALS 664-670</b>						
<b>GENERAL REVENUE--Investment Income, Interest and Dividends (usually)</b>						
664	Investment Income and Rent Control (Mandatory)	665	Interest	666	Dividends	
667	Rent	668	Royalties	669	Investment Gains and Losses	
670	Open					
<b>OTHER REVENUE 671-689</b>						
<b>GENERAL REVENUE (usually)</b>						
671	Other Revenue Control (Mandatory)	672	Open	673	Gain/Loss on Sale of Assets (Proprietary funds)	
674	Private Contributions and Donations	675	Open	676	Reimbursements	
677	Open	678	Open	679	Open	
680	Open	681	Open	682	Open	
683	Open	684	Open	685	Open	
686	Open	687	Refunds/Rebates	688	Open	
689	Cash Over or Short					

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REVENUE ACCOUNTS						<a href="#">Click here for Revenue Descriptions</a>
<b>OTHER FINANCING SOURCES 690-699</b>						
<i>Normally reported as general revenue or separately after general revenues</i>						
690	Other Financing Sources Control (Mandatory)	691	Open	692	Open	
693	Sale of Capital Assets (Governmental funds)	694	Open	695	Open	
696	Proceeds from Sale of Bonds/Notes	697	Premium on Bonds or Notes	698	Bond or Insurance Recoveries	
699	Interfund Transfers In					

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<b>EXPENDITURE/EXPENSE ACCOUNTS</b>				<a href="#">Click here for Expenditure Descriptions</a>	
<b>[700] EXPEDITURE CONTROL</b>					
<b>PERSONAL SERVICES 701-749</b>					
701	Personal Services Control	702	Wages - Full Time Employees	703	Salaries
704	Wages - Part Time Employees	705	Vacation Pay	706	Holiday Pay
707	Temporary Employees	708	Unemployment Compensation (SUTA)	709	FICA
710	Unemployment/FUTA	711	Medicare	712	Cash in Lieu of Benefits (Insurance Opt Out)
713	Overtime	714	Longevity Pay	715	Pension Expense (GASB 68)(see description for use)
716	Defined Contribution Pension Plan Expenditures	717	Defined Benefit Pension Plan Contributions	718	Health Insurance Premiums (Current Employees)
719	Hospitalization Insurance (Current Employees)	720	Gun Allowance	721	Clothing Allowance
722	Food Allowance	723	Retiree Health Care - OPEB	724	Open for Other Fringe Benefits
725	Open	726	Open	727	Open
728	Open	729	Open	730	Open
731	Open	732	Open	733	Open
734	Open	735	Open	736	Open
738	Open	739	Open	740	Open
741	Open	742	Open	743	Open
744	Open	745	Open	746	Open
747	Open	748	Open	749	Open
<b>SUPPLIES 750-799</b>					
750	Supplies Control	751	Open	752	Supplies
753	Process Chemicals	754	Open	755	Open
756	Open	757	Open	758	Diesel Fuel
759	Gasoline	760	Open	761	Open
762	Open	763	Open	764	Open
765	Open	766	Open	767	Clothing
768	Open	769	Open	770	Open
771	Inventory/Cost of Goods Sold	772	Open	773	Open
774	Open	775	Open	776	Open
777	Open	778	Open	779	Open
780	Open	781	Open	782	Open
783	Open	784	Open	785	Open
786	Open	787	Open	788	Open
789	Open	790	Books	791	Subscriptions and Publications
792	Open	793	Open	794	Open
795	Open	796	Open	797	Open
798	Open	799	Open		
<b>OTHER SERVICES AND CHARGES 800-969</b>					
800	Other Services and Charges Control	801	Professional and Contractual Services	802	Open
803	Administrative Services	804	Open	805	Open
806	Open	807	Open	808	Open

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<b>EXPENDITURE/EXPENSE ACCOUNTS</b>				<a href="#">Click here for Expenditure Descriptions</a>	
<b>OTHER SERVICES AND CHARGES (Continued)</b>					
809	Open	810	Open	811	Juror Fees *
812	Open	813	Transcript Fees *	814	Open
815	Witness Fees *	816	Open	817	Trial Court Appointed Attorney Fees *
818	Open	819	Appellate Court Appointed Attorney Fees *	820	Open
821	Guardian Ad Litem Fees *	822	Open	823	Interpreter Fees *
824	Open	825	Late Fees	826	Open
827	Open	828	Open	829	Open
830	Open	831	Open	832	State Institutions
833	Veterans' Burial	834	Open	835	Health Services
836	Other Welfare Services	837	Health Insurance Claims	838	Open
839	Open	840	Insurance Premium	841	Open
842	Unemployment Claims	843	Medical Provider Services	844	Death Benefits
845	Open	846	Open	847	Open
848	Open	849	Open	850	Communications (telephone, cell phone, radio, etc.)
851	Mail/Postage	852	Other Miscellaneous Communications (Including Internet Services)	853	Open
854	Open	855	Open	856	Open
857	Open	858	Open	859	Open
860	Transportation	861	Transportation - Mileage Reimbursement	862	Open
863	Open	864	Open	865	Open
866	Open	867	Open	868	Open
869	Open	870	Open	871	Open
872	Open	873	Open	874	Retirement Benefits (to retirees)
875	Open	876	Open	877	Open
878	Open	879	Open	880	Community Promotion
881	Open	882	Open	883	Open
884	Open	885	Open	886	Open
887	Open	888	Open	889	Open
890	Open	891	Open	892	Open
893	Open	894	Open	895	Open
896	Open	897	Open	898	Open
899	Open	900	Printing and Publishing	901	Open
902	Open	903	Open	904	Open
905	Open	906	Open	907	Open
908	Open	909	Open	910	Professional Development
911	Conferences	912	Meetings	913	Travel
914	Tuition Reimbursement	915	Memberships	916	Open
917	Sewage	918	Water	919	Waste and Rubbish Disposal
920	Electric	921	Natural Gas	922	Steam Energy
923	Propane	924	Other Utility Services	925	Open
926	Open	927	Open	928	Open
929	Open	930	Land and Building Repairs	931	Equipment Repairs
932	Vehicle Repairs and Maintenance	933	Software Maintenance Agreements	934	Other Repairs and Maintenance

## TABLE OF FUNDS, ACTIVITIES, ACCOUNT NUMBERS, AND NAMES

<b>EXPENDITURE/EXPENSE ACCOUNTS</b>				<a href="#">Click here for Expenditure Descriptions</a>	
*These accounts are referenced in Numbered Letter 1998-5					
<b>OTHER SERVICES AND CHARGES (Continued)</b>					
935	Property Liability Insurance	936	Vehicle Liability Insurance	937	Open
938	Open	939	Open	940	Rentals
941	Open	942	Open	943	Open
944	Open	945	Open	946	Engineering Services
947	Open	948	Computer Services	949	Open
950	Open	951	Open	952	Open
953	Open	954	Open	955	Miscellaneous
956	Open	957	Open	958	Open
959	Open	960	Open	961	Open
962	Open	963	Open	964	Refunds and Rebates
965	Open	966	State Trunkline Overhead	967	Project Costs (not Capital Outlay)
968	Depreciation and Depletion	969	Amortization Expense		
<b>CAPITAL OUTLAY 970-989</b>					
970	Capital Outlay Control	971	Land (Point off as needed to designate various sites)	972	Water System (Point off as needed to designate various components)
973	Sewer System (Point off as needed to designate various components)	974	Land Improvements (Point off as needed to designate various sites)	975	Buildings, Building Additions and Improvements (Point off as needed)
976	Equipment - Roads (Point off as needed) (Use vehicle account for equipment that requires license plates)	977	Equipment - Shop (Point off as needed)	978	Equipment - Engineering (Point off as needed)
979	Equipment - Yard and Storage (Point off as needed)	980	Office Equipment and Furniture (Point off as needed)	981	Vehicles (Point off as needed)
982	Books (Point off as needed)	983	Leased Assets (Point off as needed)	984	Software
985	Open	986	Open	987	Depletable Assets (Point off as needed)
988	Construction in Process	989	Street Rehabilitation		
<b>DEBT SERVICE 990-994</b>					
990	Debt Service Control	991	Principal	992	Interest
993	Paying Agent Fees	994	Open		
<b>OTHER FINANCING USES 995-997</b>					
995	Interfund Transfers Out	996	Discounts on Bonds or Notes	997	Transfer to Escrow for Bond Refunding
<b>SPECIAL AND EXTRAORDINARY ITEMS 998-999</b>					
998	Special Item	999	Extraordinary Item		

## FUND DESCRIPTIONS - GENERAL FUND TYPE

The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund. ([GASB](#) Codification Section 1300.104). The General Fund is established at the inception of the local unit of government and continues throughout its existence.

GASB Codification Section S40.114 states, “The transactions of a service type special assessment should be reported in the fund type that best reflects the nature of the transactions, usually the general fund, a special revenue fund, or an enterprise fund ...”

A legally created service type special assessment district, including a district that is the entire unit, is a separate fiscal and accounting entity. Inclusion of the transactions of a service type special assessment district in the General Fund of a local unit in Michigan is prohibited.

Several Special Revenue Funds have been established to account for service type special assessment districts and are described in this Chart of Accounts. When one type of special assessment includes a number of districts, each district must be accounted for separately. This may be accomplished through the use of a separate fund for each district or the use of one fund with subsidiary accounts for each district.

Service type special assessments which are directly related to an enterprise fund may be accounted for in the related enterprise fund. When an enterprise fund includes multiple special assessment districts, subsidiary records of each special assessment district must be maintained.

The same requirements relating to special assessments apply when a tax is levied for a specific purpose. Refer to Special Revenue Funds for the various funds necessary.

### **101--GENERAL FUND**

The General Fund typically serves as the chief operating fund of a local government. It is used to account for and report all financial resources except those required to be accounted for in another fund. The General Fund’s primary revenue sources are the general tax levy (not to include special tax levies or assessments), local income taxes, certain state and federal grants, and fees and charges of the General Fund departments. Most of the current activities of the local unit of government are accounted for through the General Fund. Its use is mandatory for all primary units of government (counties, townships, cities, and villages).

The cash and investments of the General Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The General Fund must operate only with an adopted budget by the governing body of the local unit as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20;

## FUND DESCRIPTIONS - GENERAL FUND TYPE

Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **102--BUDGET STABILIZATION FUND**

The Budget Stabilization Fund may be used in counties, cities, villages, and townships to account for funds set aside pursuant to the provisions of PA 30 of 1978, MCL 141.441 to MCL 141.445.

The fund may be established by an ordinance adopted by 2/3 of the members elected and serving on the governing body as provided in the Act. Specific requirements dictate the amounts to be transferred from the General Fund, maximum balances, and specific uses for the fund, MCL 141.443.

MCL 141.444 states in part: “Money in the budget stabilization fund may be appropriated by an ordinance or resolution adopted by a 2/3 vote of the members elected and serving of the governing body ...”

The cash and investments of the Budget Stabilization Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts. The earnings of the fund’s investments must be returned to the municipality's General Fund, 1978 PA 30, MCL 141.443(4).

As discussed in the Michigan Committee on Governmental Accounting and Auditing (MCGAA) Statement No. 15, this fund should be reported as part of the General Fund. However, MCL 141.443 does not allow a return of resources to the General Fund without a 2/3 approval of the governing body and only to meet budgetary needs. Therefore, the general ledger that reports these resources should not be eliminated. It would be appropriate to continue to maintain a separate general ledger for this fund, but to report it in the annual financial statements as a component of the General Fund. Please refer to the discussion at the end of MCGAA Statement No. 15 regarding maintaining separate general ledgers, but not reporting as a fund in the financial statements.

### **103 to 149--OPEN**

## FUND DESCRIPTIONS - PERMANENT FUND TYPE

Permanent Funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs--that is, for the benefit of the government or its citizenry. ([GASB Codification Section 1300.108](#)).

### **151--CEMETERY TRUST FUND**

This fund is used to account for money held by the local unit in trust for the perpetual care of cemetery lots. This fund has both a restricted and non-spendable fund balance. The non-spendable fund balance contains the amounts placed with the local unit in trust to be invested. The income earned on the investments would be closed to the restricted fund balance and may only be used for the perpetual care of the cemetery lots.

Statutory authorization for this fund is contained in 1937 PA 215, MCL 128.1 to MCL 128.4; 1931 PA 46, MCL 128.11 to MCL 128.16; 1915 PA 113, MCL 128.61 to MCL 128.62; 1909 PA 95, MCL 128.71 to MCL 128.74; and 1903 PA 81, MCL 128.81 to MCL 128.88.

The cash and investments of the Cemetery Trust Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts. Unless the unit has transferred the endowment to a community foundation according to 1937 PA 215, MCL 128.4.

### **152 to 154--OPEN**

### **155--ENDOWMENT FUND**

This fund is established only when required by the donor to account for restrictions stipulated by the donor in the gift instrument. This fund is used to account for money held by the local unit in trust for the purpose stated in the gift instrument. This fund has both a restricted and non-spendable fund balance. The non-spendable fund balance contains the amounts placed with the local unit in trust to be invested. The income earned on the investments would be closed to the restricted fund balance and may only be used for purposes stated in the gift instrument.

If an endowment fund holds funds for a charitable purpose, the cash and investments may be required to be managed and invested in accordance with 2009 PA 87, MCL 451.921 to MCL 451.931, the Uniform Prudent Management of Institutional Funds Act <http://legislature.mi.gov/doc.aspx?mcl-act-87-of-2009> .

### **156 to 199--OPEN**



## FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term proceeds of specific revenue sources establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. ([GASB](#) Codification Section 1300.105).

GASB Codification Section S40.114 states: “The transactions of a service type special assessment should be reported in the fund type that best reflects the nature of the transactions, usually the general fund, a special revenue fund, or an enterprise fund ...”

A legally created service type special assessment district, including a district that is the entire unit, is a separate fiscal and accounting entity. Inclusion of the transactions of a service type special assessment district in the General Fund of a local unit in Michigan is prohibited.

Several special revenue funds have been established to account for service type special assessment districts and are described in this Chart of Accounts. When one type of special assessment includes a number of districts, each district must be accounted for separately. This may be accomplished through the use of a separate fund for each district or the use of one fund with subsidiary accounts for each district.

The same requirements relating to special assessments apply when a tax is levied for a specific purpose. Refer to Special Revenue Funds for the various funds necessary.

### **201--COUNTY ROAD FUND**

The County Road Fund is used in each county to account for the operation of the county road commission. The fund is required by 1951 PA 51, MCL 247.662.

The County Road Fund is used to account for the receipt and expenditure of state motor vehicle fuel taxes which are earmarked by law, 1951 PA 51, for street and highway purposes, federal grants for highway purposes, taxes and special assessments for road purposes and general fund appropriations as well as State Trunkline maintenance contracts. The specific accounting procedures are prescribed by the Department of Treasury in the publication “Uniform Accounting Procedures Manual for County Road Commissions,” which is on the Michigan Department of Treasury Web site. Please note the following link: [http://www.michigan.gov/documents/treasury/roadcomm\\_3003\\_7\\_508374\\_7.pdf](http://www.michigan.gov/documents/treasury/roadcomm_3003_7_508374_7.pdf).

The cash and investments of the County Road Fund are subject to the requirements of PA 20 of 1943, MCL 129.91, and may be included in pooled cash and investment accounts.

The County Road Fund must operate only with a budget adopted by the board of county road commissioners as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the board of county road commissioners pursuant to 1951 PA 51, MCL 247.662(12).

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****202--MAJOR STREET FUND**

The Major Street Fund is used in each city or village to account for the construction and maintenance of a city or village major street system. The fund is required by 1951 PA 51, MCL 247.664(2).

The Major Street Fund is used to account for the receipt and expenditure of state motor vehicle fuel taxes which are earmarked by law, 1951 PA 51, for major street and highway purposes, federal grants for major street purposes, and general fund appropriations as well as State Trunkline maintenance contracts. Taxes and special assessments for major street purposes may be accounted for in this fund or in fund 204--Municipal Street Fund.

The cash and investments of the Major Street Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Major Street Fund must operate only with a budget adopted by the city or village council as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; or Villages--1895 PA 3, MCL 65.7.

**203--LOCAL STREET FUND**

The Local Street Fund is used in each city or village to account for the construction and maintenance of a city or village local street system. The fund is required by 1951 PA 51, MCL 247.664(2).

The Local Street Fund is used to account for the receipt and expenditure of state motor vehicle fuel taxes which are earmarked by law, 1951 PA 51, for local street and highway purposes, federal grants for local street purposes, and general fund appropriations. Taxes and special assessments for local street purposes may be accounted for in this fund or in fund 204--Municipal Street Fund.

The cash and investments of the Local Street Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Local Street Fund must operate only with a budget adopted by the city or village council as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; or Villages--1895 PA 3, MCL 65.7.

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****204--MUNICIPAL STREET FUND**

The Municipal Street Fund is used in a city or village to account for a tax levy or special assessment levy for street operations of a city or village not provided for by 1951 PA 51. It is also used in a township to account for a tax levy or special assessment for road purposes.

The Michigan Department of Treasury requires this fund in those units that levy a voted tax or special assessment for street or road improvements.

If the street/road improvements are funded with General Fund revenue, use Activity Number 446 in the General Fund to record the expenditures.

The cash and investments of the Municipal Street Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Municipal Street Fund must operate only with a budget adopted by the city or village council or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

**205--PUBLIC SAFETY FUND**

The Public Safety Fund is used in cities, villages, and townships to account for a tax levy or special assessment levy for the purpose of providing police and fire protection authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units which levy a special voted tax or special assessment for police and fire protection.

If police and fire protection is funded with General Fund revenue, use Activity Number 345 in the General Fund.

The cash and investments of the Public Safety Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Public Safety Fund must operate only with a budget adopted by the city or village council or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****206--FIRE FUND**

The Fire Fund is used in cities, villages, and townships to account for a tax levy or special assessment levy for the purpose of providing fire protection authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units which levy a special voted tax or special assessment for fire protection.

If fire protection is funded with General Fund revenue, use Activity Numbers 336 to 344 in the General Fund.

The cash and investments of the Fire Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Fire Fund must operate only with a budget adopted by the city or village council or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

**207--POLICE FUND**

The Police Fund is used in cities, villages, and townships to account for a tax levy or special assessment levy for the purpose of providing police protection authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units which levy a special voted tax or special assessment for police protection.

If police protection is funded with General Fund revenue, use Activity Number 301 in the General Fund.

The cash and investments of the Police Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Police Fund must operate only with a budget adopted by the city or village council or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****208--PARK/RECREATION FUND**

The Park/Recreation Fund is used to account for funds raised for operating and maintaining a park or recreation program. In counties, the fund is used to account for the operation of parks under the authority of a park board made up of the road commissioners or a ten member board created pursuant to 1965 PA 261, MCL 46.351 to MCL 46.367, or a tax levy for the purpose of providing park or recreation activities authorized by a vote of the electors of the county. Other statutory authority for counties regarding parks is contained in 1913 PA 90, MCL 123.61 to MCL 123.68.

In cities, villages, and townships, the Park/Recreation Fund is used to account for funds raised by a tax levy for the purpose of providing park or recreation activities authorized by a vote of the electors of the local unit of government. Statutory authority is: Cities and Villages--Const 1963, art 7, § 23; Townships--1905 PA 157, MCL 41.421, MCL 41.428; and City, Village, County, or Township--1917 PA 156, MCL 123.51.

The Michigan Department of Treasury requires this fund in those units that levy a special voted tax for park/recreation activities and in counties that have a separate park board.

If the park is intended to be self-sustaining through user charges, use Enterprise Fund Number 508. If park/recreation service is funded with General Fund revenue, use Activity Number 751, Parks and Recreation Department, in the General Fund.

The cash and investments of the Park/Recreation Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Park/Recreation Fund must operate only with a budget adopted by the city or village council or county or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council, or county or township board pursuant to: Counties--1851 PA 156, MCL 46.11(g); County Park Board--1965 PA 261, MCL 46.351 to MCL 46.367 *et seq.*; Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

**209--CEMETERY FUND**

The Cemetery Fund is used in cities, villages, and townships to account for a tax levy for the purpose of operating a cemetery authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units that levy a special voted tax for cemetery operations.

If cemetery operations are funded with General Fund revenue, use Activity Number 567 in the General Fund.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

The Cemetery Fund (for operations) must not be confused with fund 151--Cemetery Trust Fund that must be used for cemetery perpetual care funds.

The cash and investments of the Cemetery Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Cemetery Fund must operate only with a budget adopted by the city, village council, or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

### **210--AMBULANCE FUND**

The Ambulance/EMS Fund is used in counties, cities, villages, and townships to account for a tax levy for the purpose of providing ambulance services authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units that levy a special voted tax for ambulance operations.

If the Ambulance Fund is intended to be self-sustaining through user charges, use Enterprise Fund Number 505. If ambulance service is funded with General Fund revenue, use Activity Number 651, Ambulance, in the General Fund.

The cash and investments of the Ambulance Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Ambulance Fund must operate only with a budget adopted by the city or village council or county or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council or the county or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; or Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **211--OPEN**

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****212--LIQUOR LAW ENFORCEMENT FUND**

The Liquor Law Enforcement Fund is used in cities, villages, and townships which do not have a full-time police or enforcement department to account for the distribution of State liquor law enforcement money to the local unit of government for enforcing the Liquor Control Act.

This fund is required by the Michigan Department of Treasury in those units which do not have a full-time police or law enforcement department. A separate Liquor Law Enforcement Fund should not be established when the local unit has a full-time police or law enforcement department.

If liquor law enforcement is funded with General Fund revenue, use Activity Number 330, Liquor Law Enforcement, in the General Fund.

The cash and investments of the Liquor Law Enforcement Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Liquor Law Enforcement Fund must operate only with a budget adopted by the city or village council or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council or the township board pursuant to: Cities--1895 PA 215 of, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

**213 to 214--OPEN****215--FRIEND OF THE COURT FUND**

The Friend of the Court Fund is used by counties to account for Friend of the Court activities required by 1982 PA 294, 295, 296, 297, and 298.

The cash and investments of the Friend of the Court Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

If Friend of the Court activities are funded with General Fund revenue, use Activity Numbers 289-291, Friend of the Court, in the General Fund.

The Friend of the Court Fund must operate only with an adopted budget by the governing body of the county as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the governing body of the county pursuant to: Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

**216 to 218--OPEN**

## FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE

### 219--STREET LIGHTING FUND

The Street Lighting Fund is used in cities, villages, and townships to account for a tax levy or special assessment levy for the purpose of providing street lighting authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units which levy a special voted tax or special assessment for street lighting.

If street lighting service is funded with General Fund revenue, use Activity Number 448, Street Lighting, in the General Fund.

The cash and investments of the Street Lighting Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Street Lighting Fund must operate only with an adopted budget by the governing body of the local unit as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

### 220--LAKE IMPROVEMENT FUND

The Lake Improvement Fund is used to account for funds raised to maintain lake improvement projects as required by 1994 PA 451, MCL 324.30901 to MCL 324.30929. The fund is classified as a special revenue fund because of the limited usage (for lake improvement only) of the revenue sources of this fund. It can be found in any local unit of government.

The Lake Improvement Fund may be authorized by:

1. Vote of the people authorizing a tax levy.
2. A resolution of the governing body authorizing the segregation of money to be used for lake improvement.
3. Creation of a special assessment district.

The Michigan Department of Treasury requires this fund in accordance with generally accepted accounting principles established by the Governmental Accounting Standard Board ([GASB](#)).

Money for the operation of this fund may be supplied by: (a) tax levy or special assessment levy; (b) an appropriation (transfer in) from the General Fund of the local unit; and (c) federal or state grants. This fund would not be used where bond issue proceeds or special assessments are used for financing the improvement. Use fund 843 to account for capital project phase and fund 893 for debt service of the project.



## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

If the entire expense is financed by a General Fund appropriation, a separate fund should not be established. If lake improvements are funded with General Fund revenue, use Activity Number 570, Lake Improvements, in the General Fund.

This fund is subject to budgetary requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

### **221--HEALTH DEPARTMENT/DISTRICT HEALTH FUND**

The Health Department/District Health Fund is used in counties and may be used in cities to account for the operations of a health department or district health department. The fund's primary revenue is transfers in from the General Fund, state and federal grants, appropriations from other participating counties, charges for services, gifts, grants, bequests or other contributions restricted for health functions by the donor. The fund is required by the Public Health Code 1978 PA 368, MCL 333.2413.

If the fund's primary revenue source is transfers in from the General Fund, then this activity should not be accounted for as a special revenue fund (MCGAA Statement No. 15). Use Activity Number 601, Health Department, in the General Fund.

The specific accounting procedures are prescribed by the Michigan Department of Treasury in the publication, "Uniform Accounting Procedures for County/District Health Departments", which is on the Michigan Department of Treasury Web site. Please note the following link: [http://www.michigan.gov/treasury/0,1607,7-121-1751\\_2194-7646--,00.html](http://www.michigan.gov/treasury/0,1607,7-121-1751_2194-7646--,00.html).

The cash and investments of the Health Department/District Health Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Health Department/District Health Fund must operate only with an adopted budget by the governing body of the city or county, or the district board of health as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the governing body of the local unit of government (single unit health department) pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; or the District Board of Health--1978 PA 368, MCL 333.2417.

### **222--COMMUNITY MENTAL HEALTH FUND**

The Community Mental Health Fund is used in counties and in community mental health organizations and community mental health authorities that are public governmental entities separate from the county or counties that established them, to account for the operations of a community mental health agency, organization, or authority. The fund's primary revenue is transfers in from the General Fund, state and federal grants, appropriations from other participating counties, charges for services, gifts, grants, bequests or other contributions restricted for mental

## FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE

health functions by the donor. The fund is permitted by the Mental Health Code, 1974 PA 258, MCL 330.1201 to MCL 330.1246, and is required by the Michigan Department of Treasury.

If the fund's primary revenue source is transfers in from the General Fund, then this activity should not be accounted for as a special revenue fund (MCGAA Statement No. 15). Use Activity Number 649, Mental Health in the General Fund.

The specific accounting procedures are prescribed by the Michigan Department of Treasury in the publication, "Uniform Accounting Procedures Manual for County/District Mental Health Boards."

The cash and investments of the Community Mental Health Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Community Mental Health Fund must operate only with an adopted budget by the county board of commissioners (or organization or authority board) as required by 1968 PA 2, MCL 141.421 to MCL 141.440a. The board of a community mental health services program must annually approve the community mental health services program's operating budget for the year, 1974 PA 258, MCL 330.1226, after submission to and approval by the participating county boards.

All claims (expenditures) must be approved by the county board of commissioners (single unit community mental health agency) or the community mental health board pursuant to statutory requirements as follows: Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; or the Community Mental Health Board--1974 PA 258, MCL 330.1204.

### 223--OPEN

### 224--LAKE POLLUTION CONTROL FUND

The Lake Pollution Control Fund is used to account for funds used to maintain lake pollution control projects. It is classified as a special revenue fund because of the limited usage (for lake pollution control) of the revenue sources of this fund. This fund can be found in any local unit of government and may be authorized by:

1. Vote of the people authorizing a tax levy.
2. A resolution of the governing body authorizing the segregation of money to be used for lake pollution control.
3. Creation of special assessment district.

The Michigan Department of Treasury requires this fund in accordance with Generally Accepted Accounting Principles established by the Governmental Accounting Standard Board ([GASB](#)).

Money for the operation of this fund is supplied by: (a) tax levy or special assessment levy; (b) transfers in (an appropriation) from the General Fund of the local unit; and (c) federal or state grants. This fund would not be used when bond proceeds or special assessments are used for

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

financing the improvement. Use fund 844 to account for the capital project phase and fund 894 for debt service on the project.

If the entire expense is financed by the General Fund, it should be recorded in Activity Number 621, Pollution Control, in the General Fund.

This fund is subject to budgetary requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

### **225--OPEN**

### **226--RUBBISH COLLECTION FUND**

The Rubbish Collection Fund is used in cities, villages, and townships to account for a tax levy or special assessment levy for the purpose of providing garbage and rubbish collection authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units which levy a special voted tax or special assessment for garbage and rubbish collection.

If rubbish collection services are intended to be self-sustaining through user charges, use Enterprise Fund Number 596. If garbage and rubbish collection service is funded with General Fund revenue, use Activity Number 528, Rubbish Collection/Disposal, in the General Fund.

The cash and investments of the Rubbish Collection Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Rubbish Collection Fund must operate only with an adopted budget by the governing body of the local unit as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

### **227--SANITARY LANDFILL FUND**

The Sanitary Landfill Fund is used in counties, cities, villages, and townships to account for a tax levy for the purpose of operating a sanitary landfill authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units which levy a special voted tax for a sanitary landfill.

If the sanitary landfill is intended to be self-sustaining through user charges, use Enterprise Fund Number 517. If the sanitary landfill is funded with General Fund revenue, use Activity Number 526, Sanitary Landfill, in the General Fund.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

The cash and investments of the Sanitary Landfill Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Sanitary Landfill Fund must operate only with a budget adopted by the city, village council, county, or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council, or county or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

### **228--SOLID WASTE IMPACT BOARD FUND**

The Solid Waste Impact Board Fund is used in counties, cities, villages, and townships. The local unit may establish a fund to receive revenue collected (solid waste impact fees) pursuant to 1994 PA 451, MCL 324.11532(6). The fund shall be administered by a board of trustees appointed pursuant to the requirements of the Act.

The Michigan Department of Treasury requires this fund in those units that establish the Solid Waste Impact Board. Money in the trust fund may be expended, pursuant to a majority vote of the board of trustees, for any purpose that promotes the public health, safety or welfare of the citizens of the municipality.

If the Solid Waste Impact Board Fund is not established, the impact fee must go to the General Fund. The impact fee revenue must be used for any purpose that promotes the public health, safety or welfare of the citizens of the municipality.

The cash and investments of the Solid Waste Impact Board Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Solid Waste Impact Board Fund must operate only with a budget adopted by the city or village council, or county or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved pursuant to a majority vote of the fund's board of trustees, 1994 PA 451, MCL 324.11532(8).

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****229--LODGING EXCISE TAX FUND**

The Lodging Excise Tax Fund is used in counties to account for funds collected under the provisions of 1974 PA 263, MCL 141.861 to MCL 141.867, and is required by MCL 141.867.

Money for the operation of this fund is provided by the excise tax on transient room rentals and must be used for the administration of the ordinance, promoting tourism and to acquire, construct, improve, enlarge or maintain convention and entertainment facilities.

The cash and investments of the Lodging Excise Tax Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Lodging Excise Tax Fund must operate only with a budget adopted by the county board of commissioners as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the county board pursuant to: 1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

**230 --OPEN****231--PARKING METER/SYSTEM FUND**

The Parking Meter/System Fund is to account for earmarked revenue set aside for parking operations. Revenue from parking meters should be deposited here, unless an enterprise fund is appropriate and then it should be deposited into Fund Number 514, Parking System Fund. This fund is classified as a special revenue fund because the proceeds of revenue sources are restricted or committed to expenditure for a specified purpose. The restrictions and commitments may be set forth by a revenue bond covenant, resolution, or ordinance of the local unit.

This fund can be found in any local unit of government and would be required by local unit ordinance or resolution.

The cash and investments of the Parking Meter/System Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Parking Meter/System Fund must operate only with a budget adopted by the city, village council, county, or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council, or county or township board pursuant to: Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

**232 to 239--OPEN**

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****240--MOSQUITO CONTROL FUND**

The Mosquito Control Fund is used in counties, cities, villages, and townships to account for a tax levy or special assessment levy for the purpose of mosquito control authorized by a vote of the electors of the local unit of government.

The Michigan Department of Treasury requires this fund in those units which levy a special voted tax or special assessment for mosquito control.

If mosquito control is funded with General Fund revenue, use Activity Number 620, Mosquito Control, in the General Fund.

The cash and investments of the Mosquito Control Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Mosquito Control Fund must operate only with a budget adopted by the city or village council, or county or township board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the city or village council, or county or township board pursuant to: Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63 Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; or Townships--Revised Statutes of 1846, MCL 41.75.

**241--PLANNING COMMISSION FUND - REGIONAL**

This fund is used to account for funds earmarked for the Regional Planning Commission. It is classified as special revenue because of the limited usage (for regional planning purposes) of the revenue sources.

The Planning Commission Fund-Regional is usually found in county government where two or more local units agree to establish a Regional Planning Commission. The fund is permitted by 1945 PA 281, MCL 125.11 to MCL 125.25, and is required by the Michigan Department of Treasury. It may also be used by a city, village, or township under the authority of 2003 PA 226, MCL 125.131 to MCL 125.143, the Joint Municipal Planning Act.

The cash and investments of the Planning Commission Fund-Regional are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The fund is used to account for money provided by: (a) state grants; (b) federal grants; and (c) transfers in (appropriations) from the local units involved.

This fund is subject to budgetary requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

**242--OPEN**

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****243--BROWNFIELD REDEVELOPMENT AUTHORITY FUND**

The Brownfield Redevelopment Authority Fund is used in counties, cities, villages, and townships. The local unit may establish an authority under the Brownfield Redevelopment Financing Act, 1996 PA 381, MCL 125.2651 to MCL 125.2672, to administer the activities authorized under the Act. The authority shall be administered by a board appointed pursuant to the requirements of the Act, MCL 125.2655.

This fund is used to account for the activities of the authority. The Act requires a Local Site Remediation Revolving Fund when the authority receives funds directly from tax increment revenues levied for school operating purposes. See fund number 643.

The Michigan Department of Treasury requires this fund in those units that establish the authority. Money in the fund may be expended for the purposes specified in the Act.

The cash and investments of the Brownfield Redevelopment Authority Fund may be invested at the authority's discretion, MCL 125.2657(1)(k). This authorization would be subject to the prohibition of investing in stock of any company in Const 1963, art 9, § 19. The Michigan Department of Treasury recommends that the cash and investments be in compliance with the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts. If the local unit's treasurer is appointed treasurer of the authority, 1943 PA 20, must be complied with.

The Brownfield Redevelopment Authority Fund must operate only with a budget adopted by the authority board as required by 1996 PA 381, MCL 125.2668, and 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the authority's treasurer and director (if appointed), MCL 125.2656(2).

**244--ECONOMIC DEVELOPMENT CORPORATION FUND**

The Economic Development Corporation Fund is used in counties, cities, villages, and townships. The local unit may establish an authority under the Economic Development Corporation Act, 1974 PA 338, MCL 125.1601 to MCL 125.1636, to administer the activities authorized under the Act, MCL 125.1607.

The corporation shall be administered by a board of directors appointed pursuant to the requirements of the Act, MCL 125.1604.

This fund is used to account for the activities of the authority.

The Michigan Department of Treasury requires this fund in those units that establish the authority. Money in the fund may be expended for the purposes specified in the Act.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

The cash and investments of the Economic Development Corporation Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Economic Development Corporation Fund must operate only with a budget adopted by the corporation board as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

### **245 to 246--OPEN**

#### **247--TAX INCREMENT FINANCE AUTHORITY FUND**

The Tax Increment Finance Authority Fund is used in counties, cities, villages, and townships. The local unit may establish an authority under the Tax Increment Finance Authority Act, 1980 PA 450, MCL 125.1801 to MCL 125.1830, to administer the activities authorized under the Act. The authority shall be administered by a board appointed pursuant to the requirements of the Act, MCL 125.1804.

This fund is used to account for the activities of the authority.

The Michigan Department of Treasury requires this fund in those units that establish the authority. Money in the fund may be expended for the purposes specified in the Act, MCL 125.1807.

The cash and investments of the Tax Increment Finance Authority are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Tax Increment Finance Authority must operate only with a budget adopted by the authority board as required by 1980 PA 450, MCL 125.1825, and 1968 PA 2, MCL 141.421 to MCL 141.440a. The Tax Increment Finance Authority budget must be approved by the local unit governing body before being adopted by the Tax Increment Finance Authority Board.

#### **248--DOWNTOWN DEVELOPMENT AUTHORITY FUND**

The Downtown Development Authority Fund is used in counties, cities, villages, and townships. The local unit may establish an authority under the Downtown Development Authority Act, 1975 PA 197, MCL 125.1651 to MCL 125.1681, to administer the activities authorized under the Act. The authority shall be administered by a board appointed pursuant to the requirements of the Act, MCL 125.1654.

This fund is used to account for the activities of the authority.

The Michigan Department of Treasury requires this fund in those units that establish the authority. Money in the fund may be expended for the purposes specified in the Act, MCL 125.1657.

The cash and investments of the Downtown Development Authority are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.



## FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE

The Downtown Development Authority must operate only with a budget adopted by the authority board as required by 1975 PA 197, MCL 125.1678, and 1968 PA 2, MCL 141.421 to MCL 141.440a. The Downtown Development Authority budget must be approved by the local unit governing body before being adopted by the Downtown Development Authority Board.

All claims (expenditures) must be approved by the authority's treasurer and director, 1975 PA 197, MCL 125.1655(2).

### **249--BUILDING DEPARTMENT FUND**

The Building Department Fund is used in each county, city, village, and township to account for revenues earmarked for building construction code enforcement activities. The fund is required by Section 22(1) of 1972 PA 230, MCL 125.1522(1).

The Building Department Fund is used to account for the revenue and expenditures related to the cost of operating the enforcing agency under the provisions of the State Construction Code Act. Typically, the enforcing agency is the building department or planning department issuing building permits; examining plans and specifications; inspecting construction before issuing building permits; and issuing certificates of use and occupancy. The use of fees generated under this Act can only be used for the operation of the enforcing agency, construction board of appeals, or both, and shall not be used for any other purpose.

If the Building Department Fund is intended to be self-sustaining through user charges, use Enterprise Fund Number 549.

If the Building Department is not intended to be self-sustaining through user charges, this special revenue fund may be used or Activity Number 371, Building Department, in the General Fund. An activity in the General Fund requires specific note disclosures that demonstrate that the activity is not self-sustaining.

The cash and investments of the Building Department Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Building Department Fund must operate only with a budget adopted by the county board of commissioners, township board, or city or village council as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships-- Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

### **250--LOCAL DEVELOPMENT FINANCE AUTHORITY FUND**

The Local Development Finance Authority Fund is used in cities, villages, and urban townships. The local unit may establish an authority under the Local Development Finance Authority Act, 1986 PA 281, MCL 125.2151 to MCL 125.2174, to administer the activities authorized under the Act. The corporation shall be administered by a board appointed pursuant to the requirements of the Act, MCL 125.2155.

This fund is used to account for the activities of the authority.

The Michigan Department of Treasury requires this fund in those units that establish the authority. Money in the fund may be expended for the purpose of the Act, MCL 125.2157.

The cash and investments of the Local Development Finance Authority are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Local Development Finance Authority must operate only with a budget adopted by the authority board as required by 1986 PA 281, MCL 125.2169, and 1968 PA 2, MCL 141.421 to MCL 141.440a. The Local Development Finance Authority budget must be approved by the local unit governing body before being adopted by the Local Development Finance Authority Board.

### **251 to 254--OPEN**

### **255--PROPERTY TAX EXEMPTION FUND**

The Property Tax Exemption Fund is used in counties to account for revenues from Property Tax Exemptions. Property Tax Exemption programs help property owners, who qualify, to continue to afford to keep their property by deferring the payment of their property taxes. If approved, tax payments are made directly to the County on behalf of the participant for the amount due.

The cash and investments of the Property Tax Exemption Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Property Tax Exemption Fund must operate only with a budget adopted by the county board of commissioners as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the legislative council pursuant to: Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE****256--REGISTER OF DEEDS AUTOMATION FUND**

The Register of Deeds Automation Fund is used in counties to account for funds set aside under provisions of 2002 PA 698, MCL 600.2567 to MCL 600.2568. The fund was created for upgrading technology in the county register of deeds office under the Revised Judicature Act, MCL 600.101 *et seq.*

Upgrading technology is defined to include the design and purchase of equipment and supplies and implementation of systems and procedures. The procedures must allow the register of deeds office to receive, enter, record, certify, index, store, search, retrieve, copy, and otherwise process (by automated procedures and advanced technology) documents, instruments, abstracts, maps, plats, and other items recorded and maintained by the register of deeds.

MCL 600.2567 states "... the register of deeds shall deposit \$5.00 of the total fee collected for each recording into the automation fund if a fund has been established under section 2568. ...". The total number of deeds, mortgages, certified copies of an attachment, notices of the pendency of a suit, and other instrument documents recorded should be tallied at the end of each day and then multiplied by \$5.00 to determine the amount that will be deposited in the Register of Deeds Automation Fund. MCL 600.2568 also requires the county treasurer to direct investment of the fund and to credit interest and earnings from the investments to the fund.

The cash and investments of the Register of Deeds Automation Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Register of Deeds Automation Fund must operate only with an adopted budget by the county board of commissioners as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the county board of commissioners pursuant to 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

**257--OPEN****258--DISASTER CONTINGENCY FUND**

The Disaster Contingency Fund may be found in any county or local unit. This fund is used to account for earmarked revenue for disaster contingency provisions. Disaster contingency provisions include providing for planning, mitigation, response, and recovery from natural and human-made disasters within and outside this state.

The cash and investments of the Disaster Contingency Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Disaster Contingency Fund must operate only with a budget adopted by the county board of commissioners, township board, city, or village council as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

All claims (expenditures) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships-- Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **259 to 260--OPEN**

#### **261--911 SERVICE FUND**

The 911 Service Fund may be found in any county or local unit having budgetary authority over an agency that provides 911 services. This fund is used to account for earmarked revenue for the 911 service under the provisions of 1994 PA 29, MCL 484.1101 to MCL 484.1707. The 911 Service Fund may be established by resolution of the governing body of the county. It accounts for the assets, liabilities, revenues, and expenditures authorized by the 911 service plan.

Money for the operation of this fund is provided by the service supplier. Expenditures made pursuant to this Act are to be used exclusively for the operation of the 911 system and the enhanced 911 system for wireless services. Separate activity numbers must be used for the 911 system and the wireless system.

The cash and investments of the 911 Service Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The 911 Service Fund must operate only with a budget adopted by the county board of commissioners, township board, city, or village council as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships-- Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **262--OPEN**

#### **263--CONCEALED PISTOL LICENSING FUND**

The Concealed Pistol Licensing Fund may be found in any county. The fund is authorized by 1927 PA 372, MCL 28.425a, which became effective December 1, 2015. A county sheriff who makes a determination under this section, performs a criminal record check, and takes the applicant's fingerprints may charge a fee not to exceed \$15.00. The county clerk may charge a fee not to exceed \$10.00 for printing an emergency license. The county clerk shall deposit the fee collected under this subsection in the Concealed Pistol Licensing Fund of that county.

**FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

MCL 28.425x states:

(1) Each county shall establish a concealed pistol licensing fund for the deposit of fees collected for the county clerk under this act. The county treasurer shall direct investment of the concealed pistol licensing fund and shall credit to the fund interest and earnings from fund investments.

(2) Money credited to the county concealed pistol licensing fund shall be expended in compliance with the uniform budgeting and accounting act, 1968 PA 2, MCL 141.421 to 141.440a, subject to an appropriation. Expenditures from the county concealed pistol licensing fund shall be used by the county clerk only for the cost of administering this act. Allowable expenditures include, but are not limited to, any of the following costs of the county clerk:

- (a) Staffing requirements directly attributable to performing functions required under this act.
- (b) Technology upgrades, including technology to take fingerprints by electronic means.
- (c) Office supplies. (
- d) Document storage and retrieval systems and system upgrades.

The cash and investments of the fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts. The county clerk makes deposits of collections with the county treasurer at least monthly. Any deposits due to the State of Michigan must be made quarterly by the county treasurer.

All claims (expenditures) must be approved by the county board of commissioners pursuant to 1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

**264--LOCAL CORRECTIONS OFFICERS TRAINING FUND**

The Local Corrections Officers Training Fund may be found in any county. The fund is authorized by 2003 PA 124, which became effective October 1, 2003, which amended chapter 171 of the Revised Statutes of 1846 related to county jails and regulations thereof, by adding a new section, MCL 801.4b, to the Act. The amendment to the Act regulates county jails by imposing a \$12.00 booking fee on each inmate when first admitted into a county jail. The booking fee, when collected, is used as a source of revenue for local correctional officers training programs.

The Act requires that \$2.00 of the booking fee go to the State of Michigan for deposit into a fund at the State level titled, "Local Corrections Officers Training Fund," as created under 2003 PA 125, MCL 791.545. The county retains the balance of \$10.00 if the Sheriffs Coordinating and Training Council, established in 2003 PA 121, certifies the County's training program.

The cash and investments of the fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts. The county sheriff makes deposits of collections with the county treasurer at least monthly. Any deposits due to the State of Michigan must be made quarterly by the county treasurer.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

The Local Corrections Officers Training Fund must operate only with a budget adopted by the county board of commissioners as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the county board of commissioners pursuant to 1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **265--DRUG LAW ENFORCEMENT FUND**

The Drug Law Enforcement Fund is used in any local unit of government that has budgetary authority over an agency that may seize property involved in the violation of controlled substances statutes, 1985 PA 135, MCL 333.7523 to MCL 333.7524.

Authorized expenditures include expenses of seizure, forfeiture and sale of property. The balance remaining must be used to enhance law enforcement efforts.

The cash and investments of the Drug Law Enforcement Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Drug Law Enforcement Fund must operate only with an adopted budget by the governing body of the local unit as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **266--LAW ENFORCEMENT FUND**

The Law Enforcement Fund is used to account for earmarked revenue set aside for law enforcement.

The Law Enforcement Fund is classified as special revenue because of the limited usage (for law enforcement) of its revenue sources.

The Law Enforcement Fund is found: (1) in counties which contract with other local units to provide law enforcement assistance; (2) in the headquarters unit of an agency comprised of local units using a single law enforcement agency; and (3) in any unit receiving a law enforcement grant which must be accounted for separately.

Money for the operation of this fund is normally supplied by: (a) contractual payments from local units to counties; (b) appropriations from each member unit of an agency; or (3) restricted state or federal grants for law enforcement. It is not mandatory to establish this fund. The activity may instead be recorded in a General Fund activity number within the public safety function.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

The cash and investments of the Law Enforcement Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Law Enforcement Fund is subject to the budgetary requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **267--SPECIAL INVESTIGATIVE FUND**

The Special Investigative Fund is used to account for funds specifically designated for special investigations by law enforcement officials.

The Special Investigative Fund is classified as special revenue because of the limited uses of its revenue sources (for special investigations).

The Special Investigative Fund should be set up by resolution of the governing body of the local unit, when:

1. The local unit receives a grant for special investigation;
2. The local unit receives a contribution from private sources or public sources to conduct or continue a special investigation.

Funds to operate this fund would come from local or private contributions, state or federal grants, or General Fund transfers in (appropriations).

The cash and investments of the Special Investigative Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Special Investigative Fund is subject to budgetary requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

### **268--LIBRARY SYSTEM FUND**

The Library System Fund is used to account for earmarked revenue set aside for library purposes. The fund is classified as special revenue because of the limited usage (for library purposes) of the revenue sources of this fund.

This fund may be found in any local unit to account for the operation of a library system when more than one unit operates the library. If there is only a single local unit, use fund 271, Library Fund.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

Money for the operation of this fund is provided by: (a) General Fund transfers in (appropriations); (b) money appropriated by other units in the system; (c) penal fines from fund 721; and (d) book fines and penalties. Note: The unit that is to establish the fund and do the accounting is picked by the Library Board.

The cash and investments of the Library System Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

This fund is subject to budgetary requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

### **269--LAW LIBRARY FUND**

The Law Library Fund is used in counties for the maintenance of the county law library. The fund's primary revenue is a specified portion of the penal fines collected each year by the county courts. The fund is required by 1961 PA 236, MCL 600.4851.

The cash and investments of the Law Library are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

The Law Library Fund must operate only with an adopted budget by the county board of commissioners as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the county board of commissioners pursuant to 1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **270--HISTORICAL COMMISSION/MUSEUM FUND**

The Historical Commission/Museum Fund is used in any local unit of government to account for restricted revenue for the operation of a historical society and/or museum.

The governing body of a city, village, township, or county may raise and appropriate money for the purpose of fostering any activity or project which the governing body determines will advance the historical interest of the local unit of government. The governing body may create by ordinance a historical commission, provide for its appointment, and prescribe its functions. A city, village, township, or county creating a historical commission may issue revenue bonds pursuant to 1933 PA 94, MCL 141.101 to MCL 141.139, for carrying out the functions of the commission.

The cash and investments of the Historical Commission/Museum Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Historical Commission/Museum Fund must operate only with an adopted budget by the governing body of the local unit as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.



## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

All claims (expenditures) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **271--LIBRARY FUND**

The Library Fund is used in any local unit of government to account for restricted revenue for the operation of a library. Statutory authority establishing a library board is: Counties--1917 PA 138, MCL 397.301; Cities, Villages, and Townships--1877 PA 164, MCL 397.201 to MCL 397.217.

A separate fund is required for a library that is established with a separate library board.

The cash and investments of the Library Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The library board is responsible for budgeting and expending library funds in accordance with the requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the library board pursuant to: Counties--1917 PA 138, MCL 397.304; Cities, Villages and Townships--1877 PA 164, MCL 397.205.

### **272 to 287--OPEN**

### **288--TRANSPORTATION SYSTEM FUND**

The Transportation System Fund is used to record the operations of a bus line or other transportation operation. It is classified as special revenue because of the restricted or committed usage of its revenue sources and it is not required to be reported as an enterprise fund according to GASB codification section 1300.109.

This fund may be found in any local unit. It is used to record the revenue and expenditures for the operation of a transportation system. We recommend that the capital assets of the system be recorded in a separate capital asset account group in which depreciation is to be calculated and recorded, for the purpose of accumulating information required to be reported in the government-wide financial statements. If the Transportation System Fund is intended to be self-sustaining through user charges, use the Enterprise Fund Number 588 - Transportation System Fund.

This fund is established by resolution of the governing body of the local unit when they accept the applicable state/federal grants. Money for the operation of this fund is derived from: (a) local unit appropriations; (b) other local contributions; (c) charges to the users of the system; and (d) federal and state grants.

This fund is subject to the budgetary requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

The cash and investments of the Transportation Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

### **289--AUTOMOBILE THEFT PREVENTION FUND**

The Automobile Theft Prevention Fund is used in any unit of government that receives a grant from the State of Michigan for automobile theft prevention in accordance with 1956 PA 218, MCL 500.6107.

The cash and investments of the Automobile Theft Prevention Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Automobile Theft Prevention Fund must operate only with an adopted budget by the governing body of the local unit, as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the governing body of the local unit of government as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **290--SOCIAL WELFARE FUND**

The Social Welfare Fund is used in counties to account for the operations of the County Department of Human Services. The fund's primary revenue is State grants and refunds/reimbursements from the State for program expenditures. The fund is required by 1939 PA 280, MCL 400.73a.

The cash and investments of the Social Welfare Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Social Welfare Fund must operate only with an adopted budget by the governing body of the county board of commissioners, as required by 1968 PA 2, MCL 141.421 to MCL 141.440a. The human services board must annually approve the Social Welfare Fund operating budget for the year, after submission to and approval by the county board of commissioners.

All claims (expenditures) made from General Fund appropriations must be approved by the human services board and all other expenditures must be approved in accordance with rules established by the Michigan Department of Health and Human Services.

### **291--MEDICAL CARE FACILITY FUND**

This fund may be used by a county to record the operation of the County Medical Care Facility. It is classified as special revenue because its revenue sources are used solely for operation of the Medical Care Facility. Use fund 512 if the Medical Care Facility is to be treated as an Enterprise Fund.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

This fund is established in each county having a medical care facility. It is authorized and required by the Michigan Department of Treasury and the Michigan Department of Health and Human Services in order to account separately for the operation of the Medical Care Facility.

This fund is used to account for money for Medical Care Facility operations which is: (a) provided by county General Fund transfers (appropriations); (b) received from the State and Federal Government; (c) from reimbursements for care at the facility; and (d) received from any other source for facility use.

This fund is subject to budgetary requirements of 1968 PA 2, MCL141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the county human services board pursuant to MCL 400.45(2)(a).

### **292--CHILD CARE FUND**

The Child Care Fund is used in counties to account for the foster care of children. The fund's primary revenue is transfers in from the General Fund and state grants. The fund is required by MCL 400.117c.

The Child Care Fund may have three separate activities. 1939 PA 280, MCL 400.117c(4) provides: "... The county board of commissioners shall distinguish in its appropriations for the child care fund the sums of money to be used by the family division of circuit court, the county family independence agency, and the agency designated by the county board of commissioners or the county executive to provide juvenile justice services. The county treasurer shall keep these segregated in proper sub-accounts."

The cash and investments of the Child Care Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Child Care Fund must operate only with an adopted budget by the governing body of the county board of commissioners, as required by 1968 PA 2, MCL 141.421 to MCL 141.440a. The human services board and the family division of circuit court must annually submit operating budgets for the year for approval by the county board of commissioners.

### **293--VETERANS RELIEF FUND**

The Veterans Relief Fund is used in counties to account for assistance to indigent veterans and their families. The fund's primary revenue is a tax levy that is not to exceed 1/10 of a mill for this specific purpose and/or a General Fund appropriation that is not to exceed 2/10 of a mill. The fund is required by 1899 PA 214, MCL 35.21.

The cash and investments of the Veterans Relief Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

## **FUND DESCRIPTIONS - SPECIAL REVENUE FUND TYPE**

The Veterans Relief Fund must operate only with an adopted budget by the county board of commissioners, as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the Soldiers Relief Commission 1899 PA 214, MCL 35.23, or the County Department of Veterans' Affairs by 1953 PA 192, MCL 35.622.

### **294--VETERANS TRUST FUND**

The Veterans Trust Fund is used in counties to account for aid to needy veterans. The fund's revenue is distributions by the state treasurer from the Michigan Veterans Trust Fund as required by 1946 PA 9, MCL 35.607.

The cash and investments of the Veterans Trust Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

The Veterans Trust Fund must operate only with an adopted budget by the county board of commissioners, as required by 1968 PA 2, MCL 141.421 to MCL 141.440a.

All claims (expenditures) must be approved by the veteran's county board of commissioners or district committee, MCL 35.607.

### **295--AIRPORT FUND**

This fund is used to account for the operation and maintenance of airports. It is classified as a special revenue fund because of the limited usage of the revenue sources of this fund.

The fund may be used by any unit of government or a combination of two or more governmental units who jointly operate an airport as specified in an approved agreement.

This fund is permitted by 1945 PA 327, MCL 259.1 to MCL 259.208, 1957 PA 206, MCL 259.621 to MCL 259.631, or 1970 PA 73, MCL 259.801 to MCL 259.823. MCL 259.134 provides for a joint operating board.

This fund is required by the joint agreement establishing the airport board or authority. The Michigan Department of Treasury requires this fund to record the separate operating cost of the airport for pro-ration to the various units in accordance with the agreement. Airports may also be accounted for in General Fund Activity Number 595, Airport, or Enterprise Fund Number 581, depending on accounting treatment.

This fund is used to account for money provided by governmental units for airport operations by: (a) special voted tax levy; (b) participating governmental unit appropriations; (c) State and Federal Grants; and/or (d) charges for services.

This fund is subject to budgetary requirements of 1968 PA 2, MCL 141.421 to MCL 141.440a.

### **296 to 299--OPEN**

## FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE

Debt Service Funds are required if they are legally mandated and/or if financial resources are being accumulated for principal and interest payments maturing in future years. ([GASB](#) Codification Section 1300.107)

Each bond and note issue of a local unit must be accounted for separately. This can be done through the use of separate funds for each debt or one fund with subsidiary accounts for each debt.

Limited full faith and credit general obligation debt payable from the general revenues of the unit of government may be paid directly from the General Fund.

Debt Service Funds are used to account for the payment of principal and interest on long-term debt. Only the matured portion of the debt is reflected in these funds, with the total amount of the debt recorded in the general long-term debt records that support the Statement of Net Position in the government-wide financial statements.

GASB Codification Section S40.115 states:

“. . . all transactions related to capital improvements financed by special assessments should be reported in the same manner, and on the same basis of accounting, as any other capital improvement and financing transaction. Transactions of the construction phase of the project should be reported in capital projects funds or other appropriate funds. Transactions of the debt service phase should be reported in a debt service fund, if one is required . . .”

Fund Numbers 801 to 850 are Capital Project Funds (Special Assessment Districts) and Fund Numbers 851 to 899 are Debt Service Funds (Special Assessment Districts). When one type of special assessment includes a number of districts, each district must be accounted for separately. This can be done through the use of separate funds for each district or one fund with subsidiary accounts for each district.

Capital projects and debt service directly related to an enterprise fund may be accounted for in the related enterprise fund. When an enterprise fund has multiple special assessment districts, subsidiary records of each district must be maintained.

The cash and investments of the Debt Service Funds are subject to the requirements of 1943 PA 20, MCL 129.91, unless the bond authorizing statute places more stringent restrictions on the investments. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

## FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE

### **301--GENERAL DEBT SERVICE FUND**

This fund is used to account for the payment of principal and interest on long-term general obligation debt other than that payable from special assessments and debt issued for and serviced primarily by an enterprise fund. This fund may be used by any unit of government.

The cash and investments of the General Debt Service Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **302--EQUIPMENT DEBT FUND**

The Equipment Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued to purchase or replace equipment. This fund may be used by any unit of government.

The Equipment Debt Fund is classified as a Debt Service Fund and is used only for the principal and interest payments made on bonds sold to acquire equipment.

This fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund may be supplied by: (a) a General Fund appropriating transfer (appropriation); (b) a tax levied specifically for the retirement of this debt; or (c) money from any other source which is restricted to the retirement of the appropriate debt.

### **303 to 307--OPEN**

### **308--PARK SYSTEM DEBT FUND**

The Park System Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued for construction or acquisition of a park system. This fund may be used by any unit of government.

The Park System Debt Fund is classified as debt service and is used only for the principal and interest payments made on bonds sold to construct or acquire a park system.

This fund may be found in any local unit. It should be used when there is Park/Recreation Special Revenue Fund Number 208, or if the debt is being paid entirely by tax levy.

## **FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE**

This fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund may be supplied by: (a) general fund appropriation transfer (appropriation); (b) a park fund appropriation; (c) a tax levied specifically for the retirement of this debt; or (d) money from any other source which is restricted to the retirement of park system debt.

### **309 to 310--OPEN**

#### **311--HOSPITAL BUILDING DEBT FUND**

The Hospital Building Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the building of a county or city hospital.

This fund is classified as debt service and is used only for the principal and interest payments made on bonds sold to build a hospital.

This fund may be found in any county or city. This fund should not be used when the debt is paid partially or entirely from the revenues of the Hospital Operating Fund Number 511.

This fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund is supplied by: (a) a General Fund appropriation transfer (appropriation); and/or (b) a special tax levied specifically for the retirement of this debt.

#### **312--INDUSTRIAL COMPLEX DEBT FUND**

The Industrial Complex Debt Fund is used to record the payment of principal and interest on long-term debt of an industrial complex. This fund is used only for the payment of debt. Construction is handled through a Capital Projects Fund. Any bond or borrowing proceeds would be credited to such (Capital) Fund Number 412.

This fund would normally exist only in large counties or large cities.

In accordance with statutory provisions, the Michigan Department of Treasury requires that debt money raised for a specific purpose (project) be accounted for in a separate fund.

The revenue for operation of this fund may be supplied by: (a) a special voted tax; (b) restricted contributions; (c) contractual agreements; or (d) other sources for the purpose of this debt retirement.

**FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE****313--ANIMAL SHELTER DEBT FUND**

The Animal Shelter Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the building of a county or city animal shelter. This fund is classified as debt service and is used only for principal and interest payments on bonds sold to build or acquire an animal shelter.

This fund may be found in any county or city. This fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund is supplied by: (a) a General Fund appropriation transfer (appropriation); and/or (b) a special tax levied specifically for the retirement of this debt.

**314--MENTAL HEALTH DEBT FUND**

The Mental Health Debt Fund is used to account for principal and interest on long-term debt contracted specifically for the mental health program. This fund is classified as debt service because its assets are used only for principal and interest payments on long-term debt of the mental health program.

This fund is usually found only in county government. This fund may be established by resolution of the governing body or by terms under which the borrowing was consummated. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund is supplied by: (a) transfer from the General Fund; (b) transfer from the Community Mental Health Fund Number 222; (c) a special tax levy; or (d) any other money received specifically for Mental Health long-term debt retirement.

**315--REFUSE DISPOSAL SYSTEM DEBT FUND**

The Refuse Disposal System Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the building or acquisition of a refuse disposal system. This fund is classified as debt service and is used only for the principal and interest payments made on bonds sold to build or acquire a refuse disposal system.

This fund may be found in any county or city. The Refuse Disposal System Debt Fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The money for this fund is supplied by: (a) a General Fund transfer; and/or (b) a special tax levied specifically for the retirement of this debt.



## **FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE**

### **316--PARKING SYSTEM DEBT FUND**

The Parking System Debt Fund is used to record the payment of principal and interest on long term debt. Its assets are used for the redemption of bonds issued specifically for the building or acquisition of a parking system. This fund is classified as debt service and is used only for the principal and interest payments made on bonds sold to build or acquire a parking system.

This fund may be found in any county or city. If the parking system is to be operated as an Enterprise Fund, the debt would be recorded in Fund Number 514.

This fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The money for this fund is supplied by: (a) a General Fund transfer; and/or (b) a special tax levied specifically for the retirement of this debt.

### **317--SANITARY LANDFILL DEBT FUND**

The Sanitary Landfill Debt Fund is used to account for the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the acquisition of a sanitary landfill. This fund is classified as Debt Service and is used only for the principal and interest payments made on bonds sold to acquire a sanitary landfill.

This fund may be found in any county or city. This fund should be used when special revenue Sanitary Landfill Fund Number 227 is used, or when the debt is paid entirely out of taxes.

This fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The money for this fund is supplied by: (a) a General Fund transfer; and/or (b) a special tax levied specifically for the retirement of this debt.

### **318 to 319--OPEN**

### **320 to 329--BOND DEBT RETIRMENT FUNDS (MAJOR STREETS)**

#### **1952 PA 175**

(Enter Bond Issue Date in Fund Name)

Each of the funds is used in cities and villages to record principal and interest payments on long-term Major Street Fund Act 175 Bonds.

The bond proceeds are recorded in the Major Street Fund. The construction of the streets is also accounted for in the Major Street Fund.

## **FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE**

Act 175 requires a separate debt retirement fund for each bond issue. All debt would be recorded in the government-wide financial statements and related long-term debt accounting records.

These funds are required by 1952 PA 175, MCL 247.701 to MCL 247.707, and are for this reason required by the Michigan Department of Treasury.

Money for this fund is supplied by the Major Street Fund. The Michigan Department of Transportation requires that, out of the first Act 51 money received in the Major Street Fund, the amount needed for the current year's Act 175 debt service (principal and interest) be transferred to these funds.

### **330 to 339--BOND DEBT RETIREMENT FUNDS (LOCAL STREETS)** **1952 PA 175**

(Enter Bond Issue Date in Fund Name)

Each of the funds is used in cities and villages to record principal and interest payments on long-term Local Street Fund Act 175 Bonds.

The bond proceeds are recorded in the Local Street Fund. The construction of the streets is also accounted for in the Local Street Fund.

Act 175 requires a separate Debt Retirement Fund for each bond issue. All debt would be recorded in the government-wide financial statements and related long-term debt accounting records.

These funds are required by 1952 PA 175, MCL 247.701 to MCL 247.707, and are for this reason required by the Michigan Department of Treasury.

Money for this fund is supplied by the Local Street Fund. The Michigan Department of Transportation requires that, out of the first Act 51 money received in the Local Street Fund, the amount needed for the current year's Act 175 debt service (principal and interest) be transferred to these funds.

### **340 to 349--BOND DEBT RETIREMENT FUNDS** **(COMBINED MAJOR AND LOCAL STREETS)**

**1952 PA 175**

(Enter Bond Issue Date in Fund Name)

Each of the funds is used in cities and villages to record principal and interest payments on long-term combined Major and Local Street Fund Act 175 Bonds.

The bond proceeds are recorded in the Major and Local Street Funds. The construction of the streets is also accounted for in the Major and Local Street Funds.

Act 175 requires a separate debt retirement fund for each bond issue. All debt would be recorded in the government-wide financial statements and related long-term debt accounting records.

## **FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE**

These funds are required by 1952 PA 175, MCL 247.701 to MCL 247.707, and are for this reason required by the Michigan Department of Treasury.

Money for this fund is supplied by the Major and Local Street Funds. The Michigan Department of Transportation requires that, out of the first Act 51 money received in the Major and Local Street Funds, the amount needed for the current year's Act 175 debt service (principal and interest) be transferred to these debt service funds.

### **350 to 361--OPEN**

#### **362--BOND DEBT FUND (ROAD)**

##### **1951 PA 51**

The Bond Debt Fund is used to record the payment of principal and interest on long-term Act 51 Bonds.

This is a Debt Service Fund and is used only for payment of 1951 PA 51, bond debt principal and interest.

This fund is usually found in county government. It can be used by cities and villages pursuant to 1951 PA 51, and is for this reason required by the Michigan Department of Treasury and Michigan Department of Transportation.

The money for this fund is supplied (pledged) from the annual contributions from the Michigan Transportation Fund to the local unit for road or street construction and maintenance. The amount pledged cannot exceed the amount specified in Act 51.

### **363 to 365--OPEN**

#### **366--JAIL BUILDING DEBT FUND**

The Jail Building Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the building of a county or city jail.

This fund is classified as Debt Service and is used only for principal and interest payments on bonds sold to build or acquire a jail building.

This fund may be found in any county or city. This fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund is supplied by: (a) General Fund transfer; and/or (b) a special tax levied specifically for retirement of debt.

**FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE****367 to 368--OPEN****369--BUILDING AUTHORITY DEBT FUND**

The Building Authority Debt Fund is used to account for the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for a capital project financed by issuance of Building Authority Bonds.

This fund is classified as Debt Service and is used only for the principal and interest payments made on bonds sold by the building authority.

This fund may be found in any county or city. This fund can be established by a resolution of the legislative body or is required by the bond ordinance pursuant to 1948 PA 31, MCL 123.951 through MCL 123.965. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund. If the authority is operated as an Enterprise Fund, the debt would be recorded in Fund Number 569.

The money for this fund is supplied by: (a) General Fund appropriation transfers; (b) a special tax levied specifically for the retirement of debt; or (c) lease payments from the local unit to the building authority.

**370--MUNICIPAL BUILDING DEBT FUND**

The Municipal Building Debt Fund is used to record the payment of principal and interest payments on long-term debt. Its assets are used for the redemption of bonds which are issued specifically for the building of a courthouse, city hall, village hall, or town hall.

This fund is classified as Debt Service and is used only for the principal and interest payments on bonds sold to build a municipal building.

This fund can be found in any type of governmental unit. The Municipal Building Debt Fund can be established by a resolution of the legislative body or is required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund is supplied by: (a) a General Fund transfer; or (b) a special tax levied specifically for the retirement of debt.

**371--LIBRARY BUILDING DEBT FUND**

The Library Building Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the acquisition or construction of a local unit library building.

This fund is classified as Debt Service and is used only for the principal and interest payments made on bonds sold to purchase or construct a library building.

## **FUND DESCRIPTIONS – DEBT SERVICE FUND TYPE**

The Library Building Debt Fund may be found in any local unit. This fund can be established by a resolution of the legislative body or as required by the bond ordinance. Where a separate fund is not required, we recommend that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund is supplied by: (a) a General Fund transfer; and/or (b) a special tax levied specifically for the retirement of debt.

### **372 to 380--OPEN**

### **381--AIRPORT DEBT FUND**

The Airport Debt Fund is used to record the servicing of principal and interest payments on long-term debt. These funds are to be used for the redemption of bonds which are issued specifically for the construction of a local unit owned airport. This fund is classified as Debt Service and is used only for the principal and interest payments made on bonds sold to construct an airport.

This fund can be found in any local unit of government. The Airport Debt Fund can be established by a resolution of the legislative body of the local unit or as the result of an election. Where the airport is operated as an enterprise and the payments are made from Airport revenues, the Debt Service would be recorded in Fund Number 581, Airport Fund.

The revenue for this fund is supplied by: (a) a General Fund transfer; or (b) a special tax levied specifically for the airport debt.

### **382 to 389--OPEN**

### **390--SEWAGE DISPOSAL PLANT DEBT FUND**

The Sewage Disposal Plant Debt Fund is used to account for the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the building or acquisition of a sewage disposal plant. This fund is classified as Debt Service and is used only for the principal and interest payments made on bonds sold to build or acquire a sewage disposal plant.

This fund may be found in any county or city. This fund can be established by a resolution of the legislative body or as required by the bond ordinance. Where a separate fund is not required, it is recommended that such debt retirement be included in Fund Number 301, General Debt Service Fund. If the system is operated as an enterprise, Fund Number 590 should include the Debt Service.

The revenue for this fund is supplied by: (a) a General Fund transfer; or (b) a special tax levied specifically for the airport debt.

## FUND DESCRIPTIONS - DEBT SERVICE FUND TYPE

### **391--MEDICAL CARE FACILITY DEBT FUND**

The Medical Care Facility Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the building of a medical care facility. This fund is classified as Debt Service and is used only for the principal and interest payments made on bonds sold to build a medical care facility.

This fund is found only in county government. The Medical Care Facility Debt Fund can be established by a resolution of the legislative body or as required by the bond ordinance. Where a separate fund is not required, it is recommended that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund is supplied by (a) General Fund transfer (appropriation); and/or (b) a special tax levied specifically for the retirement of debt.

### **392--JUVENILE HOME DEBT FUND**

The Juvenile Home Debt Fund is used to record the payment of principal and interest on long-term debt. Its assets are used for the redemption of bonds issued specifically for the building of a juvenile home. This fund is classified as Debt Service and is used only for the principal and interest payments made on bonds sold to build a juvenile home.

This fund is usually found in county government. The Juvenile Home Debt Fund can be established by a resolution of the legislative body or as required by the bond ordinance. Where a separate fund is not required, it is recommended that such debt retirement be included in Fund Number 301, General Debt Service Fund.

The revenue for this fund is supplied by: (a) General Fund transfer; or (b) a special tax levied specifically for the retirement of debt.

### **393--ECONOMIC DEVELOPMENT CORPORATION DEBT FUND**

The Economic Development Corporation Debt Fund is used to record the payment of principal and interest on long-term debt for economic development bonds.

This fund is used only for the payment of debt. Construction is handled through Capital Projects Fund Number 493 and any bond or borrowing proceeds would be credited to Capital Fund 494. Economic Development Corporation operations would be accounted for in Fund Number 244.

This fund would normally exist only in a larger county or the largest cities. In accordance with statutory provisions, the Michigan Department of Treasury requires that debt money raised for a specific purpose (project) be accounted for in a separate fund.

The revenue for operation of this fund may be supplied by: (a) special voted tax; (b) restricted contributions; (c) contractual agreements; or (d) other sources for the purpose of debt retirement.

## FUND DESCRIPTIONS - DEBT SERVICE FUND TYPE

NOTE: There may be instances when this fund is maintained by a trustee under terms of a debt instrument, rather than maintained by the local unit. In such cases, the trustee will receive debt proceeds, pay construction costs and service the long-term debt.

### **394--DOWNTOWN DEVELOPMENT AUTHORITY DEBT FUND**

The Downtown Development Authority Debt Fund is used to record the payment of principal and interest on long-term debt of downtown development authority bonds issued pursuant to 1975 PA 197, MCL 125.1663a.

This fund is used only for the payment of debt. Construction is handled through Capital Projects Fund Number 494 and any bond or borrowing proceeds would be credited to such (Capital) Fund. Downtown Development Authority operations should be accounted for in Fund Number 248.

This fund would normally exist only in a large city. In accordance with statutory provisions, the Michigan Department of Treasury requires that debt money raised for a specific purpose (project) be accounted for in a separate fund.

The revenue for the operation of this fund may be supplied by: (a) a special authority tax; (b) restricted contributions; (c) contractual agreements; (d) accrued interest and premium on bond or borrowed proceeds; (e) tax increment financing plan; and (f) other sources for the purpose of debt retirement.

### **395--TAX INCREMENT FINANCE AUTHORITY DEBT FUND**

The Tax Increment Finance Authority (TIFA) Debt Fund is used to account for the payment of principal and interest on tax increment bonds issued by the TIFA board to finance a development project.

This fund is classified as a Debt Service Fund and is used only for the payment of principal and interest on bonds sold by the TIFA board. Tax Increment Finance Authority administrative operating costs and capital projects should be accounted for in Fund Numbers 247 and 495, respectively.

This fund may be found in any city that has established the Tax Increment Finance Authority and the Authority has issued bonds to finance a development project.

This fund must be established when bonds have been issued under the provisions of 1980 PA 450. This fund is discontinued when the debt is liquidated.

The money for this fund is derived from fees, rents, and charges from the project or development financed with the bonding proceeds or advances from the city, when applicable, in accordance with the full faith and credit pledge.

**FUND DESCRIPTIONS - DEBT SERVICE FUND TYPE****396 to 399--DEBT SERVICE FUNDS (Not covered elsewhere)**

These numbers are reserved for use by any local unit needing a fund which meets the prerequisites of a Debt Service Fund and where such fund is not provided for elsewhere in this manual.



## **FUND DESCRIPTIONS - DEBT SERVICE FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

### **851--DRAIN DEBT SERVICE FUND**

The Drain Debt Service Fund is used in counties to account for the payment of principal and interest on long-term debt, the proceeds of which were used to construct, repair, and maintain county drains.

The fund must be established to record the transactions for the debt service on bonds, drain orders and Drain Code Section 434 when the original maturity is more than one year after the issue date. A subsidiary fund must be maintained for each drainage district project that has long-term debt outstanding.

The cash and investments of the Drain Debt Service Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A debt service fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **852--SPECIAL ASSESSMENT DEBT SERVICE FUND**

This fund is used to account for the payment of principal and interest on long-term Special Assessment Debt other than special assessment debt issued for and serviced primarily by an Enterprise Fund. This fund may be found in any unit of government.

The cash and investments of the Special Assessment Debt Service Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **853--STORM DRAIN DEBT FUND**

The Storm Drain Debt Fund is used to record the payment of principal and interest on long-term debt resulting from a special assessment storm drain project.

This fund is classified as a Debt Service Fund (Special Assessment District) and is used only for the principal and interest payments on bonds sold to construct storm drains.

This fund may be found in a city, township, or village government. This fund can be established by a resolution of the legislative body or as required by the bond ordinance.

Money for this fund is supplied by: (a) special assessment revenue; and (b) interest earned on investments.

## **FUND DESCRIPTIONS - DEBT SERVICE FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

The cash and investments of the Storm Drain Debt Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **854 to 858--OPEN**

### **859--SIDEWALK DEBT FUND**

The Sidewalk Debt Fund is used to record the payment of principal and interest on long-term debt resulting from a special assessment sidewalk project.

The Sidewalk Debt Fund is classified as a Debt Service Fund (Special Assessment District) and is used only for the principal and interest payments on bonds sold to construct sidewalks.

This fund may be found in a city, township, or village government. This fund can be established by a resolution of the legislative body or as required by the bond ordinance.

Money for this fund is supplied by: (a) special assessment revenue; and (b) interest earned on investments.

The cash and investments of the Sidewalk Debt Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **860--OPEN**

### **861--ROAD DEBT FUND**

This fund is used to record the payment of principal and interest on long-term debt resulting from a special assessment road project.

This fund is classified as a Debt Service Fund (Special Assessment District) and is used only for the principal and interest payments on bonds sold to construct roads in a special assessment district.

This fund may be found in any local unit of government. This fund can be established by a resolution of the legislative body or as required by the bond ordinance.

Money for this fund is supplied by: (a) special assessment revenue; and (b) interest earned on investments.

## **FUND DESCRIPTIONS - DEBT SERVICE FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

The cash and investments of the Road Debt Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **862--STREET DEBT FUND**

This fund is used to record the payment of principal and interest on long-term debt resulting from a special assessment street project.

This fund is classified as a Debt Service Fund (Special Assessment District) and is used only for the principal and interest payments on bonds sold to construct streets. This fund may be found in a city, township, or village government.

This fund can be established by a resolution of the legislative body or as required by the bond ordinance.

Money for this fund is supplied by: (a) special assessment revenue; and (b) interest earned on investments.

The cash and investments of the Street Debt Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **863 to 869--OPEN**

### **870--CHAPTER 20 DRAIN DEBT SERVICE FUND**

The Chapter 20 Drain Debt Service Fund is used in counties to account for the payment of principal and interest on long-term debt resulting from a Chapter 20 “intra” county drain project.

The fund is required by Chapter 20 of 1956 PA 40, MCL 280.461. A subsidiary fund must be maintained for each drainage district project that has long-term debt outstanding.

The cash and investments of the Chapter 20 Drain Debt Service Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

## **FUND DESCRIPTIONS - DEBT SERVICE FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

### **871 to 879--OPEN**

#### **880--CHAPTER 21 DRAIN DEBT SERVICE FUND**

The Chapter 21 Drain Debt Service Fund is used in counties to account for the payment of principal and interest on long-term debt resulting from a Chapter 21 “inter” county drain project.

The fund is required by Chapter 21 of 1956 PA 40, MCL 280.511. A subsidiary fund must be maintained for each drainage district project that has long-term debt outstanding.

The cash and investments of the Chapter 21 Drain Debt Service Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **881 to 890--OPEN**

#### **891--LAKE LEVEL DEBT SERVICE FUND**

The Lake Level Debt Service Fund is used in counties to account for the payment of principal and interest on long-term debt resulting from a special assessment, the proceeds of which were used to construct, repair, and maintain lake level projects.

The fund must be established to record the transactions for the Debt Service on bonds and lake level orders when the original maturity is more than one year after the issue date. The fund is permitted by 1994 PA 451, MCL 324.30701 to MCL 324.30723. A subsidiary fund must be maintained for each drainage district project that has long-term debt outstanding.

The cash and investments of the Lake Level Debt Service Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **892--OPEN**

## **FUND DESCRIPTIONS - DEBT SERVICE FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

### **893--LAKE IMPROVEMENT DEBT FUND**

The Lake Improvement Debt Fund is used to record the payment of principal and interest on long-term debt resulting from a special assessment lake improvement project. The Lake Improvement Debt Fund is classified as a Debt Service Fund (Special Assessment District) and is used only for the principal and interest payments on bonds sold to finance a lake improvement project.

This fund may be found in any local unit of government. This fund is permitted by 1994 PA 451, MCL 324.30901 to MCL 324.31119.

Money for the operation of this fund may be supplied by: (a) tax levy or special assessment levy; (b) appropriation (transfer in) from the General Fund of the local unit; and (c) interest on investments.

The cash and investments of the Lake Improvement Debt Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **894--LAKE POLLUTION CONTROL DEBT FUND**

The Lake Pollution Control Debt Fund is used to record the payment of principal and interest on long-term debt resulting from a special assessment lake pollution control project. This fund is classified as a Debt Service Fund (Special Assessment District) and is used only for the principal and interest payments on bonds sold to finance a lake pollution control project.

This fund may be found in any local unit of government. This fund can be established by a resolution of the legislative body or as required by the bond ordinance.

Money for the operation of the Lake Pollution Control Debt Fund is provided by: (a) special assessment levy; (b) appropriation (transfer in) from the General Fund of the local unit; and (c) interest on investments.

The cash and investments of the Lake Pollution Control Debt Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revised Municipal Finance Act authorizes the following categories of debt to be pooled or combined for deposit and investment purposes, but only with other debt retirement funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. A Debt Service Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts.

### **895 to 899--OPEN**

## FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE

Capital Project Funds are used to account for the acquisition or construction of major capital facilities by a governmental unit that is not accounted for by proprietary funds and trust funds.

Each capital project funded in whole or part by bond or note issuance must have its own separate Capital Project Fund. This can be done through the use of separate funds for each project or one fund with subsidiary accounts for each project.

GASB Codification Section S40.115 states:

“...all transactions related to capital improvements financed by special assessments should be reported in the same manner, and on the same basis of accounting, as any other capital improvement and financing transaction. Transactions of the construction phase of the project should be reported in capital project funds or other appropriate fund. Transactions of the debt service phase should be reported in a debt service fund, if one is required . . .”

Fund Numbers 801 to 850 are Capital Project Funds (Special Assessment Districts) and Fund Numbers 851 to 899 are Debt Service Funds (Special Assessment Districts). When one type of special assessment includes a number of districts, each district must be accounted for separately. This can be done through the use of separate funds for each district or one fund with subsidiary accounts for each district.

Capital Projects and Debt Service directly related to an Enterprise Fund may be accounted for in the related Enterprise Fund. When an Enterprise Fund has multiple Special Assessment Districts, subsidiary records of each district must be maintained.

The cash and investments of the Capital Project Funds are subject to the requirements of 1943 PA 20, MCL 129.91. Funds in this category may be required by bond ordinance, local unit resolution, charter, etc., to have separate cash and investment accounts.

### **401--CAPITAL PROJECTS FUND**

This fund is used to account for the construction of capital assets funded in whole or part by long-term general obligation debt other than that payable from special assessments and debt issued for and serviced primarily by an Enterprise Fund. This fund may be found in any local unit.

The cash and investments of the Capital Projects Fund are subject to the requirements of 1943 PA 20, MCL 129.91. Funds in this category may be required by bond ordinance, local unit resolution, charter, etc., to have separate cash and investment accounts.

## **FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE**

### **402--EQUIPMENT AND REPLACEMENT FUND**

The Equipment and Replacement Fund is used to record the acquisition of new equipment or the replacement of old equipment. This is a capital project fund used to record the receipts and expenditures for the acquisition of major equipment only.

This fund can be found in any local unit. The life of the fund is limited to the length of time required to acquire the specified equipment. A balance remaining after acquiring the equipment is normally transferred to the related Debt Service Fund when bonds are issued. The fund is required by the bond ordinance and/or the Michigan Department of Treasury.

Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, or other restricted contributions.

### **403 to 407--OPEN**

### **408--PARK SYSTEM CONSTRUCTION FUND**

The Park System Construction Fund is used to record the construction or acquisition of a park system. This is a Capital Project Fund and is used to record the receipts and expenditures for the construction or acquisition of the park system.

This fund can be found in any local unit. The life of the fund is limited to the length of time required to construct or acquire the system. A balance remaining is normally transferred to the related Debt Service Fund when a bond issue is involved. This fund should not be used when there is a Park/Recreation Enterprise Fund Number 508.

The authorization for a park project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury.

Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

### **409 to 410--OPEN**

### **411--HOSPITAL BUILDING FUND**

The Hospital Building Fund is used to record the construction of a hospital by a local unit. This is a Capital Project Fund and is used to record the receipts and expenditures for the construction of the hospital.

This fund can be found in counties and cities. The life of this fund is limited to the length of time required for construction. A remaining balance in the fund is normally transferred to Hospital Building Debt Fund Number 311 when a bond issue is involved.

## **FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE**

The authorization for this type of project is usually accomplished by a vote of the people. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state and federal grants, a special voted tax, and/or restricted contributions.

### **412--INDUSTRIAL COMPLEX CONSTRUCTION FUND**

The Industrial Complex Construction Fund is used to record the construction of an industrial complex in a county or large city. This is a Capital Project Fund and is used to record receipts and expenditures for construction of the complex.

This fund will normally be found only in the larger metropolitan counties or cities. The life of this fund is limited to the length of time required to complete the construction. A remaining balance in the fund is normally transferred to Industrial Complex Debt Fund Number 312 when a bond issue is involved.

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

### **413--ANIMAL SHELTER CONSTRUCTION FUND**

The Animal Shelter Construction Fund is used to record the construction of an animal shelter by a local unit. This is a Capital Project Fund and is used to record receipts and expenditures for construction of the shelter.

This fund may be found in counties or cities. The life of the fund is limited to the length of time required for construction. A remaining balance in the fund is then transferred to Animal Shelter Debt Fund Number 313 when a bond issue is involved.

The authorization of such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

### **414--MENTAL HEALTH CONSTRUCTION FUND**

The Mental Health Construction Fund is used to record the construction of facilities for a mental health program. This is a Capital Project Fund and is used to record receipts and expenditures for construction of the necessary facilities.

This fund is found only in county government. The life of the fund is limited to the length of time required to complete the construction. A remaining balance in the fund is then transferred to Mental Health Debt Fund Number 314 when a bond issue is involved.



## **FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE**

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. The money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

### **415--REFUSE DISPOSAL CONSTRUCTION FUND**

The Refuse Disposal Construction Fund is used to record the construction or acquisition of a refuse disposal system. This is a Capital Project Fund and is used to record the receipts and expenditures for the construction or acquisition of the system.

This fund can be found in any local unit. The life of the fund is limited to the length of time required to construct or acquire the system. A remaining balance in the fund is normally transferred to Refuse Disposal System Debt Fund Number 315 when a bond issue is involved.

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

### **416--PARKING SYSTEM CONSTRUCTION FUND**

The Parking System Construction Fund is used to record the construction or acquisition of a parking system. This is a Capital Project Fund and is used to record the receipts and expenditures for the construction or acquisition of the system.

This fund can be found in any local unit. The life of the fund is limited to the length of time required to construct or acquire the system. A remaining balance in the fund is normally transferred to Parking System Debt Fund Number 316 when a bond issued is involved.

Use Fund Number 514 for recording the construction of the system and the related debt if the parking system is to be run as an enterprise.

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contribution.

### **417--SANITARY LANDFILL CONSTRUCTION FUND**

The Sanitary Landfill Construction Fund is used to record the construction or acquisition of a sanitary landfill. This is a Capital Project Fund and is used to record the receipts and expenditures for the construction or acquisition of the system.

## **FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE**

This fund can be found in any local unit. The life of the fund is limited to the length of time required to construct or acquire the system. A remaining balance in the fund is normally transferred to Sanitary Landfill Debt Fund Number 317 when a bond issue is involved.

Use Fund Number 517 for recording the construction of the system and the related debt if the landfill is to be run as an enterprise.

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

### **418 to 444--OPEN**

#### **445--PUBLIC IMPROVEMENT FUND**

The Public Improvement Fund is used in any local unit of government to account for non-tax revenue set aside for statutory public improvements. The fund is authorized by 1956 PA 136, MCL 141.261, and is established by resolution of the governing body.

Money that may be placed in this fund is limited by statute to non-tax revenue. Once money is placed in this fund, it becomes restricted and cannot be expended or transferred for purposes other than the public improvements specified by statute.

The cash and investments of the Public Improvement Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

All claims (expenditures) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

#### **446--TOWNSHIP IMPROVEMENT REVOLVING FUND**

The Township Improvement Revolving Fund is used in townships to account for money advanced from the General Fund in accordance with statutory provisions. The fund is authorized and named in MCL 1954 PA 188, 41.735b and is established by resolution of the township board.

The amount advanced is limited in any one year to 2 mills of taxable value of real and personal property. The fund's total balance may not exceed 5 mills of the township's taxable value.

## **FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE**

The cash and investments of the Township Improvement Revolving Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

All claims (expenditures) must be approved by the governing body of the township pursuant to statutory requirements of the Revised Statutes of 1846, MCL 41.75.

### **447 to 464--OPEN**

#### **465--PUBLIC WORKS CONSTRUCTION FUND (FOR OTHER UNITS) 1957 PA 185 and 1939 PA 342**

This Fund is used to record the construction of water systems, sewer systems or other Department of Public Works (DPW) projects by a county (authority) for other local units of government. This is a Capital Project Fund used to record receipts and expenditures for the construction of projects for other local units of government by the county (authority).

This fund is found only in county government. It is used where counties (authorities) finance the construction of DPW or 1939 PA 342 projects for other local units of government. The county (authority) pledges its faith and credit for bonds to finance the projects, but title will pass to the local unit when the debt is retired. When construction is completed, any remaining balance in the fund is transferred to Public Works Projects Debt Fund Number 365.

This fund is permitted under the provisions of 1957 PA 185, 1939 PA 342, and various other acts establishing separate authorities. The fund is required by the bond ordinances and/or the Michigan Department of Treasury when such projects are undertaken. Sub-accounts must be used where separate projects are in progress at the same time, as each must be accounted for individually. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, and/or other restricted contributions.

### **466--JAIL BUILDING FUND**

This fund is used to record the construction of a jail building. This is a capital project fund and is used to record the receipts and expenditures for the construction of a jail building.

The fund can be found in county and city government. The life of this fund is limited to the length of time required to complete construction. A remaining balance in the fund is distributed as spelled out in the bond ordinance when a bond issue is involved.

The authorization for such a project is usually provided by a vote of the people. The fund is required by the bond resolution and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or restricted contributions.

**FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE****467 to 468--OPEN****469--BUILDING AUTHORITY CONSTRUCTION FUND**

The Building Authority Construction Fund is used to record the construction of any project that a building authority can finance under 1948 PA 31. This is a Capital Project Fund and is used to record receipts and expenditures for the construction of these projects.

This fund can be found in all local units. The life of this fund is limited to the length of time required to complete the construction. Any remaining balance in the fund is normally transferred to Building Authority Debt Fund Number 369 when a bond issue is involved.

The authorization of the authority is 1948 PA 31. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

**470--MUNICIPAL BUILDING FUND**

The Municipal Building Fund is used to record the construction of a court house, city hall, village hall or township hall by a local unit. This is a Capital Project Fund and is used to record the receipts from the sale of bonds and the expenditures for the construction of the new building.

This fund can be found in any type of local unit. The life of this fund is limited to the length of time required to complete the construction. Any remaining balance in the fund is normally transferred to Municipal Building Debt Fund Number 370 when a bond issue is involved.

The authorization for a project such as this is usually accomplished by a vote of the people. This fund is required by the Municipal Finance Commission when general obligation bonds are issued and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, a special voted tax, or grants and restricted contributions.

**471--LIBRARY BUILDING FUND**

The Library Building Fund is used to record the construction of a library building. This is a Capital Project Fund and is used to record receipts and expenditures for construction of a building.

This fund may be found in any local unit. The life of the fund is limited to the length of time required to complete the construction. Any remaining balance in the fund is normally transferred to Library Building Debt Fund Number 371 when a bond issue is involved.

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. The money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

## **FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE**

### **472 to 480--FEDERAL GRANT CONSTRUCTION FUNDS**

This group of funds is set aside for local units to use at their discretion to record the construction costs of federal construction grants. These funds are to be used when the federal grant requires separate accounting for a construction grant when it cannot be recorded in the special revenue fund category. These funds are classified as Capital Project Funds because they are used to record construction costs.

This fund can be found in any local unit that has a federal construction grant that has to be accounted for separately and is not provided elsewhere in this chart of accounts.

This fund may be established by a resolution of the governing body when a federal grant requires it. Funds for the operation of these funds come from a federal grant for construction.

### **481--AIRPORT FUND**

The Airport Fund is used to record the construction or acquisition of an airport. This is a Capital Project Fund used to record the receipts and expenditures for the construction or acquisition of an airport.

This fund is usually found in county or city government. The life of this fund is limited to the length of time required to complete the construction. Any remaining balance in the fund is then transferred to Airport Debt Fund Number 381 when a bond issue is involved.

The construction and related debt should be recorded in Fund Number 581 if the airport is to be run as an enterprise.

The authorization for a project such as this is usually accomplished by a vote of the people. This fund is required by the Municipal Finance Commission when general obligation bonds are issued and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state and federal grants, or a special voted tax.

### **482 to 489--OPEN**

### **490--SEWAGE DISPOSAL PLANT FUND**

The Sewage Disposal Plant Fund is used to record the construction of a sewage disposal plant. This is a Capital Project Fund and is used to record receipts and expenditures for the construction of the plant.

This fund may be found in any local unit. The life of the fund is limited to the length of time required to complete the construction. Any remaining balance in the fund is then transferred to Sewage Disposal Plant Debt Fund Number 390 when a bond issue is involved.

The construction and related debt should be recorded in Fund Number 590 if the plant is to be run as an enterprise.

## **FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE**

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, a special voted tax, state or federal grants, and/or other restricted contributions.

### **491--MEDICAL CARE FACILITY BUILDING FUND**

The Medical Care Facility Building Fund is used to record the construction of a Medical Care Facility Building. This is a Capital Project Fund and is used to record receipts and expenditures for construction of the facility.

This fund is found only in county government. The life of the fund is limited to the length of time required to complete the construction. Any remaining balance in the fund is normally transferred to Medical Care Facility Debt Fund Number 391 when a bond issue is involved.

This fund should not be used if Enterprise Fund Number 512 is in use for a Medical Care Facility.

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

### **492--JUVENILE HOME BUILDING FUND**

The Juvenile Home Building Fund is used to record the construction of a juvenile home by the local unit. This is a Capital Project Fund used to record the receipts and expenditures for the construction of a juvenile home.

This fund is usually found in a county, but could be found in a city. The life of this fund is limited to the length of time required to complete the construction. Any remaining balance is normally transferred to Juvenile Home Debt Fund Number 392 when a bond issue is involved.

The authorization of a project such as this is usually accomplished by a vote of the people. This fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, General Fund transfers (appropriation), or a special voted tax.

### **493--ECONOMIC DEVELOPMENT CORPORATION CONSTRUCTION FUND**

The Economic Development Corporation Construction Fund is used to record construction of projects under the control of an Economic Development Corporation (EDC). This is a Capital Project Fund and is used to record receipts and expenditures for construction of EDC projects. Economic Development Corporation operations and debt service should be accounted for in Fund Numbers 244 and 393, respectively.

## **FUND DESCRIPTIONS – CAPITAL PROJECT FUND TYPE**

This fund will normally be found only in the larger metropolitan counties or cities. The life of this fund is limited to the length of time required to complete the construction. Any remaining balance in the fund is normally transferred to Economic Development Corporation Debt Fund Number 393 when a bond issue is involved.

The authorization for such a project is usually accomplished by a vote of the people. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is usually supplied by the sale of general obligation bonds, state or federal grants, a special voted tax, and/or other restricted contributions.

### **494--DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND**

The Downtown Development Authority Construction Fund is used to record construction under the direction of a downtown development authority pursuant to 1975 PA 197. This is a Capital Project Fund and is used to record receipts and expenditures for construction of projects of the authority. Downtown Development Authority operating costs and debt service should be accounted for in Fund Numbers 248 and 394, respectively.

This fund will normally be found only in the larger cities. The life of this fund is limited to the length of time required to do the construction. Any remaining balance in the fund is normally transferred to Downtown Development Authority Debt Fund Number 394 when a bond issue is involved.

The authorization for such a project is 1975 PA 197, and the ordinance of the municipality. The local ordinance must be filed with the Secretary of State. This fund is required by the bond ordinance and/or the Michigan Department of Treasury.

Money for the operation of this fund is usually supplied by the sale of revenue bonds, state or federal grants, a special authority tax, tax increment financing plan, and/or other restricted contributions.

### **495--TAX INCREMENT FINANCE AUTHORITY CONSTRUCTION FUND**

The Tax Increment Finance Authority (TIFA) Construction Fund is used to record the construction and improvement of projects under the control of the TIFA board.

This is a Capital Project Fund which is used to record receipts and expenditures for construction and development of the TIFA projects. Tax Increment Finance Authority administrative operating costs and debt service should be accounted for in Fund Numbers 247 and 395, respectively.

This fund will be found in those cities that have established a Tax Increment Finance Authority which has sold bonds. The authority to sell bonds and complete the project is specified in 1980 PA 450. The fund is required by the bond ordinance and/or the Michigan Department of Treasury. Money for the operation of this fund is supplied by the sale of revenue bonds, grants, and/or donations.

**FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE****496 to 499--CAPITAL PROJECT FUNDS (NOT COVERED ELSEWHERE)**

These numbers are reserved for use by any local unit needing a fund which meets the prerequisites of a capital project fund and where such fund is not provided for elsewhere in this manual.



## FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE SPECIAL ASSESSMENT DISTRICTS

### 801--DRAIN FUND

The Drain Fund is used in counties to account for the construction and maintenance of county drains. The Drain Fund is required by 1956 PA 40, MCL 280.1 *et seq.* Each individual drainage district must be accounted for separately within the Drain Fund. Primary sources of revenue for this fund are special assessments, at-large assessments against local governments, and bond and note proceeds.

Drain orders (less than one year maturity) and time drain orders (over one year maturity) are issued for the construction and maintenance of drains. Drain orders are subsequently redeemed as the special assessments and at-large assessments are collected on an annual basis. Drain order debt may be reflected in this Drain Fund. When drainage district bonds or notes and section 434 debt is entered, the Drain Debt Service Fund Number 851 must be used to accumulate the special assessments levied to retire the debt.

The cash and investments of the Drain Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Drain Fund capital projects not funded by the issuance of debt may be included in a pooled cash and investment account.

The Revised Municipal Finance Act authorizes the following categories of debt proceeds to be pooled or combined for deposit and investment purposes, but only with other capital project funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. The Drain Fund may participate in one of these pools (or a pool consisting of the various drainage districts) if the bond ordinance does not restrict the issue to separate bank and investment accounts. Funds in this category may be required by bond ordinance, local unit resolution, charter, etc., to have separate cash and investment accounts.

The Drain Fund will record the expenditures and a balance Due to Revolving Drain Fund as bills are paid by Revolving Drain Fund Number 802.

	<u>Debit</u>	<u>Credit</u>
1. To record payments to vendors from Drain Revolving Fund Number 802:		
802-000-084.801      Due from Other Funds	XXX	
802-00-01              Cash Checking		XXX
Also record the following journal entry in Drain Fund Number 801 when payments are made:		
801-445-930            Repairs and Maintenance	XXX	
801-000-214.802      Due to Other Funds		XXX

**FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE  
SPECIAL ASSESSMENT DISTRICTS**

2. Record the following journal entry for the repayment of cash and reduction in interfund balances in Fund Number 801:

801-000-214.802	Due to Other Funds	XXX	
801-000-001	Cash Checking		XXX

Also record the following journal entry for the repayment of cash and reduction in interfund balances in Fund Number 802:

802-000-001	Cash	XXX	
802-000-084.801	Due from Other Funds		XXX

**802--REVOLVING DRAIN FUND**

The Revolving Drain Fund is used in counties to account for money advanced from the county general fund for engineering, surveys, and other preliminary costs of new drains and maintenance work on established drains. The Revolving Drain Fund is reimbursed from the Drain Fund as special assessments are collected. The Revolving Drain Fund is permitted by Chapter 12 of 1956 PA 40, MCL 280.301. Each individual drainage district must be accounted for separately within the Revolving Drain Fund.

The cash and investments of the Revolving Drain Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Revolving Drain Fund may be included in a pooled cash and investment account.

See the journal entries and explanations for Drain Fund Number 801 for the proper accounting of transactions in this fund.

**803--STORM DRAIN FUND**

The Storm Drain Fund is used to account for money received from the special assessing of benefited property for storm drain projects.

This fund is classified as a Capital Project Fund (Special Assessment District) because the improvements are paid for (completely or in part) by property owners in a limited geographical area who are deemed to be specifically benefited.

This fund is usually found in a city, township or village.

## **FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

This fund can be authorized by a petition signed by a certain percentage of the property owners benefited. This fund is then established by the legislative body of the local unit.

This fund can be used to account for money received from the proceeds received from the sale of bonds, money received from the special assessments, interest received from investing surplus funds, or state and federal grants.

### **804--REVOLVING DRAIN MAINTENANCE FUND**

The Revolving Drain Maintenance Fund is used in counties to account for the interest earned from the optional pooled investment of various drainage district account balances in the 801 Drain Fund of less than \$1,000. The interest earned on these pooled investments in the 801 Drain Fund are deposited into the Revolving Drain Maintenance Fund. The fund is established at the option of the county drain commissioner.

Interest earned can be expended for temporary financing of necessary maintenance on intra or inter county drains. The Revolving Drain Maintenance Fund is reimbursed from the Drain Fund as special assessments are collected. The Revolving Drain Maintenance Fund is permitted by 1984 PA 80, MCL 280.282. Each individual drainage district must be accounted for separately within the Revolving Drain Maintenance Fund.

The cash and investments of the Revolving Drain Maintenance Fund are subject to the requirements of 1943 PA 20, MCL 129.91.

### **805--SPECIAL ASSESSMENT CAPITAL PROJECT FUND**

This fund is used to account for the construction of capital assets funded in whole or part by long-term Special Assessment Debt other than Special Assessment Debt issued for and serviced primarily by an Enterprise Fund. This fund can be found in any local unit.

The cash and investments of the Special Assessment Capital Project Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Special Assessment Capital Project Fund capital projects not funded by the issuance of debt may be included in a pooled cash and investment.

The Revised Municipal Finance Act authorizes the following categories of debt proceeds to be pooled or combined for deposit and investment purposes, but only with other capital project funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. The Special Assessment Capital Project Fund may participate in one of these pools if the bond ordinance does not restrict the issue to separate bank and investment accounts. Funds in this category may be required by bond ordinance, local unit resolution, charter, etc., to have separate cash and investment accounts.

### **806 to 808--OPEN**

## **FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

### **809--SIDEWALKS CONSTRUCTION FUND**

The Sidewalks Construction Fund is used to account for sidewalk projects in a Special Assessment District.

This fund is classified as a Capital Project Fund (Special Assessment District) because the improvements are paid for (completely or in part) by property owners in a limited geographical area who are deemed to be specifically benefited.

This fund is usually found in a city, township, or village.

This fund can be authorized by petition signed by a certain percentage of the property owners benefited. This fund is then established by the legislative body of the local unit.

This fund is used to account for the proceeds received from the sale of bonds and interest received from investing surplus funds for the sidewalk project. If bonds are not issued, the special assessments revenue will also be accounted for in this fund. Debt Service on bonds issued for this fund will be accounted for in Sidewalk Debt Fund Number 859.

### **810--OPEN**

### **811--ROAD FUND**

The Road Fund is used to account for special assessment proceeds used to construct roads and streets.

This fund is classified as a Capital Project Fund (Special Assessment District) because the improvements are paid for (completely or in part) by property owners who are deemed to be specifically benefited.

This fund can be found in any local unit of government. The construction of streets in cities and villages is accounted for in the Major Street Fund or Local Street Fund. In those localities, expenditures from this fund will be limited to transfers to the Major Street Fund or Local Street Fund. This fund may have more than one bank account as required by the bond ordinance(s).

This fund can be established by a petition signed by more than 50 percent of the benefited property owners.

This fund is used to account for bond proceeds, the special assessment proceeds received from the property owners and interest received from investing surplus funds. Debt Service on bonds issued for this fund will be accounted for in Road Debt Fund Number 861.

## **FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

### **812--STREET IMPROVEMENT FUND**

The Street Improvement Fund is used to account for money received from special assessments of benefited property for street improvement projects.

This fund is classified as a Capital Project Fund (Special Assessment District) because the improvements are paid for (completely or in part) by property owners in a limited geographical area who are deemed to be specifically benefited.

This fund may be found in a city, township, or village.

This fund can be authorized by a petition signed by a certain percentage of the property owners benefited. This fund is then established by the legislative body of the local unit.

This fund is used to account for the proceeds received from the sale of bonds, money received from special assessments, and interest received from investing surplus funds. Debt Service on bonds issued for this fund will be accounted for in Street Debt Fund Number 862.

### **813 to 819--OPEN**

### **820--CHAPTER 20 DRAIN FUND**

The Chapter 20 Drain Fund is used in counties to account for the construction and improvements from a Chapter 20 “intra” county drain project. The fund is required by Chapter 20 of 1956 PA 40, MCL 280.461. A subsidiary fund must be established for each drainage district.

The primary sources of revenue for this fund are proceeds from the sale of bonds, special assessments against public corporations that benefited, special assessments against the Michigan Department of Transportation for state highways benefited, and special assessments against the county road commission for county roads benefited and advances from the public corporation.

The cash and investments of the Chapter 20 Drain Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Chapter 20 Drain Fund capital projects not funded by the issuance of debt may be included in a pooled cash and investment account.

The Revised Municipal Finance Act authorizes the following categories of debt proceeds to be pooled or combined for deposit and investment purposes, but only with other capital project funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. The Chapter 20 Drain Fund may participate in one of these pools (or a pool consisting of the various Chapter 20 drainage districts) if the bond ordinance does not restrict the issue to separate bank and investment accounts. Funds in this category may be required by bond ordinance, local unit resolution, charter, etc., to have separate cash and investment accounts.

## **FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

### **821 to 829--OPEN**

#### **830--CHAPTER 21 DRAIN FUND**

The Chapter 21 Drain Fund is used in counties to account for the construction and improvements from a Chapter 21 “inter” county drain project. The fund is required by Chapter 21 of PA 40 of 1956, MCL 280.511. A subsidiary fund must be maintained for each drainage district.

The primary sources of revenue for this fund are proceeds from the sale of bonds, special assessments against public corporations that benefited, special assessments against the Michigan Department of Transportation for state highways that benefited, special assessments against the county road commission for county roads that benefited, special assessments against individual properties benefited, and advances from the public corporation.

The cash and investments of the Chapter 21 Drain Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Chapter 21 Drain Fund capital projects not funded by the issuance of debt may be included in a pooled cash and investment account.

The Revised Municipal Finance Act authorizes the following categories of debt proceeds to be pooled or combined for deposit and investment purposes, but only with other capital project funds created for the same category of debt: 1) voted bonds; 2) non-voted bonds, other than special assessment bonds; and 3) special assessment bonds. The Chapter 21 Drain Fund may participate in one of these pools (or a pool consisting of the various Chapter 21 drainage districts) if the bond ordinance does not restrict the issue to separate bank and investment accounts. Funds in this category may be required by bond ordinance, local unit resolution, charter, etc., to have separate cash and investment accounts.

### **831 to 840--OPEN**

#### **841--LAKE LEVEL FUND**

The Lake Level Fund is used in counties to account for the construction and maintenance of lake level projects. The Lake Level Fund is permitted by 1994 PA 451, MCL 324.30701 to MCL 324.30723. Each individual lake level district must be accounted for separately within the Lake Level Fund.

The primary sources of revenue for this fund are special assessments, and bond and note proceeds.

The Lake Level Debt Service Fund Number 891 must be used to accumulate the special assessments levied to retire the debt when lake level district bonds or notes are issued.

The cash and investments of the Lake Level Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Lake Level Fund capital projects not funded by the issuance of debt may be included in a pooled cash and investment account.

**FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE  
SPECIAL ASSESSMENT DISTRICTS**

The Lake Level Fund will record the expenditures and a balance Due to the Lake Level Revolving Fund as bills are paid by Lake Level Revolving Fund Number 842.

		<u>Debit</u>	<u>Credit</u>
1. To record payments to vendors from Lake Level Revolving Fund Number 842.			
842-000-084.841	Due from Other Funds	XXX	
842-000-001	Cash Checking		XXX
2. Record the following journal entry in the Lake Level Fund Number 841 at the time payments in step 1 above are made.			
841-XXX-930	Repairs and Maintenance	XXX	
841-000-214.842	Due to Other Funds		XXX
3. Record the following journal entry to repay Number Fund 842 from Fund Number 841.			
841-000-214.842	Due to Other Funds	XXX	
841-000-001	Cash Checking		XXX
842-000-001	Cash Checking	XXX	
842-000-084.841	Due from Other Funds		XXX

**842--LAKE LEVEL REVOLVING FUND**

The Lake Level Revolving Fund is used in counties to account for money advanced from the county general fund for engineering, surveys, and other preliminary costs of new lake level projects and maintenance work on established lake level districts. The Lake Level Revolving Fund is reimbursed from the Lake Level Fund as special assessments are collected. The Lake Level Revolving Fund is permitted by 1994 PA 451, MCL 324.30701 to MCL 324.30723. Each individual lake level district must be accounted for separately within the Lake Level Revolving Fund.

The cash and investments of the Lake Level Revolving Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Lake Level Revolving Fund may be included in a pooled cash and investment account.

See the journal entries and explanations for Lake Level Fund Number 841 for the proper accounting of transactions in this fund.

## **FUND DESCRIPTIONS - CAPITAL PROJECT FUND TYPE SPECIAL ASSESSMENT DISTRICTS**

### **843--LAKE IMPROVEMENT FUND**

The Lake Improvement Fund is used to account for funds used in financing lake improvements. This fund is classified as a Capital Project Fund (Special Assessment District) because the improvements are paid (completely or in part) by property owners who are deemed to be specifically benefited whether through a tax levy or special assessments. This fund can be found in any local unit of government.

This fund may be authorized by:

1. A petition of two-thirds (2/3) of the freeholders owning land abutting the lake.
2. A motion of any local government body where the whole or any part of the inland lake is situated.
3. Creation of a special assessment district.

This fund is permitted by 1994 PA 451, MCL 324.30901 to MCL 324.30929. The Michigan Department of Treasury requires this fund based upon the Government Finance Officers Association (GFOA) philosophy of segregating revenue for special assessment districts and statutory compliance.

Money for the operation of this fund may be supplied by a tax levy or special assessments, appropriation (transfer in) from the General Fund of the local unit, at-large-assessment on the local unit, federal and/or state grants, gifts, bequests, etc., and bond proceeds. Fund Number 220 should be used to account for expenditures incurred to maintain the improvements.

### **844--LAKE POLLUTION CONTROL FUND**

The Lake Pollution Control Fund is used to record the financing of lake pollution control projects. This fund is classified as a Capital Project Fund (Special Assessment District) because the lake pollution control project would be financed by property owners who are deemed to be specifically benefited. This fund can be found in any local unit of government. This fund may be authorized by a vote of the people creating a special assessment district.

The Michigan Department of Treasury requires this fund in accordance with generally accepted accounting principles established by the Governmental Accounting Standards Board.

Money for the operation of this fund is supplied by a special assessment levy, transfers in (an appropriation) from the General Fund of the local unit, federal or state grants and bond proceeds. Fund Number 224 should be used to account for maintenance expenditures after the capital project is completed. A separate fund should not be established if the entire expenditure is financed by a General Fund transfer in (appropriation).

### **845 to 850--OPEN**



## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

### PROPRIETARY FUND CATEGORY

Proprietary fund reporting focuses on the determination of operating income, changes in net position, and cash flows. The Proprietary Fund Category includes enterprise and internal service funds (GASB Statement 34, Paragraph 66).

### ENTERPRISE FUND TYPE

Enterprise funds may be used to report any activity for which a fee is charged to external users for goods or services. Governments should apply each of these criteria in the context of the activity's principal revenue source. Activities are required to be reported as enterprise funds if any one of the following criteria is met:

- a. The activity is financed by debt that is secured solely by a pledge of the net revenues from fees and charges of the activity. Debt that is secured by a pledge of net revenues from fees and charges and the full faith and credit of a related primary government or component unit--even if that government is not expected to make any payments--is not payable solely from fees and charges of the activity (Some debt may be secured, in part, by a portion of its own proceeds but should be considered as payable "solely" from the revenues of the activity).
- b. Laws or regulations require that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues.
- c. The pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).  
(GASB Statement 34, Paragraph 67)

The cash and investments of enterprise funds are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

All claims (expenses) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### 501 to 504--OPEN

**FUND DESCRIPTIONS - ENTERPRISE FUND TYPE****505--AMBULANCE FUND**

The Ambulance Fund is used in counties, cities, villages, and townships to account for ambulance services primarily intended to be self-sustaining through user charges.

Special Revenue Fund Number 210 should be used if the Ambulance Fund is not intended to be self-sustaining through user charges. Activity Number 651, Ambulance, should be used if the ambulance service is funded with General Fund revenue.

Capital assets and depreciation are recorded within this fund.

The cash and investments of the Ambulance Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

All claims (expenditures) must be approved by the city or village council or the county or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

**506 to 507--OPEN****508--PARK/RECREATION FUND**

The Park/Recreation Fund is used to account for the operation and maintenance of a park or recreation program whose primary source of revenue is user charges. However, a tax levy for the purpose of providing park or recreation activities authorized by a vote of the electors of a local unit of government may also be a secondary source of the fund's revenue.

The Michigan Department of Treasury requires this fund in those units that levy a special voted tax for park/recreation activities as a secondary revenue source and in counties that have a separate park board whose primary source of revenue is user charges.

The fund is used in counties to account for the operation of parks under the authority of a park board made up of the road commissioners or a ten member board created pursuant to 1965 PA 261, MCL 46.351 *et seq.* Other statutory authority for counties is 1905 PA 157, MCL 123.61.

The Park/Recreation Fund is used in cities, villages, and townships to account for funds raised by a tax levy for the purpose of providing park or recreation activities authorized by a vote of the electors of the of the local unit of government. Statutory authority is: Cities and Villages--Const 1963, art 7, § 23, and 1905 PA 157, MCL 41.428; Townships--1905 PA 157, MCL 41.421; and City, Village, County, or Township--1917 PA 156, MCL 123.51.

Special Revenue Fund Number 208 should be used if the park is not intended to be self-sustaining through user charges. General Fund Activity Number 751, Parks and Recreation Department, should be used if the park/recreation service is funded with General Fund revenue.

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

The cash and investments of the Park/Recreation Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

All claims (expenditures) must be approved by the city or village council or county or township board pursuant to: Counties--1851 PA 156, MCL 46.11(g); County park board--1965 PA 261, MCL 46.351 *et seq.*; Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75.

### **509 to 510--OPEN**

#### **511--HOSPITAL OPERATING FUND**

This fund is used to record the operation of a local unit owned hospital. It is a self-balancing fund which does business with individuals or firms outside the local unit and is, therefore, classified as an Enterprise Fund.

This fund can be found in county and city government. It is used to record the revenues and expenditures for the operation of a hospital owned by the local unit. The hospital will use the chart of accounts prescribed by the American Hospital Association.

Capital assets and depreciation are recorded within this fund.

The establishment and authorization of this fund is normally accomplished by a vote of the people or a resolution of the legislative body.

Money for the operation of this fund is supplied by a loan or a grant from the General Fund or revenues from services rendered.

The cash and investments of this fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

#### **512--MEDICAL CARE FACILITY FUND**

The Medical Care Facility Fund is used to account for funds raised for operating and maintaining a long-term care facility. The fund is usually found in counties and is used to account for the operation of a medical care facility under the authority of the county family independence agency board 1939 PA 280, MCL 400.45.

The cash and investments of the Medical Care Facility Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

Capital assets and depreciation are recorded within this fund.

All claims (expenses) must be approved by the county family independence agency board.

### **513--OPEN**

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

### **514--PARKING SYSTEM FUND**

The Parking System Fund is used to record the operation of a parking lot. It is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund is usually found in cities and counties. It is used to record the revenues and expenses for the operation of a local unit owned parking lot. Capital assets and depreciation are recorded within this fund is.

The establishment and authorization of this operation is accomplished by a resolution of the local unit legislative body or by special vote of the people. If some of the capital assets of this fund are purchased from the sale of revenue bonds, the proceeds and the bond retirement are also accounted for in this fund. If revenue bonds have been sold, the accounting for them is prescribed by the Revenue Bond Act of 1933.

The Parking Meter/System Fund Number 231 (Special Revenue Fund) should be used if the only revenue received is from parking meters.

Money for the operation of this fund is supplied by a loan or advance from the General Fund, proceeds from the sale of revenue bonds (used for the purchase of capital assets) and parking fees.

The cash and investments of the Parking System Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment unless restricted by bond ordinance or authorizing resolution.

All claims (expenditures) must be approved by the city or village council or the county or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **515--DISPOSAL SYSTEM FUND**

This fund is used to record the operations of a sewage disposal system. It is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

The Disposal System Fund can be found in any local unit of government. It is used to record the revenues and expenses for the operation of solid waste or a sanitary waste system. Capital assets are recorded in this fund and depreciation is charged.

The establishment and the authorization of this operation are accomplished by a resolution of the local unit's legislative body. If some of the capital assets of this fund are purchased from the sale of revenue bonds, the proceeds and the bond retirement are accounted for in this fund. If bonds have been sold, the accounting is dictated by the Revenue Bond Act of 1933.

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

Activity Number 527, Sewage Disposal, in the General Fund, should be used if the disposal system is totally financed by the General Fund.

Money for the operation of this fund is supplied by the sale of revenue bonds for the purchase of capital assets and revenues from charges for services.

The cash and investments of the Disposal System Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment unless restricted by a bond ordinance or authorizing resolution.

All claims (expenditures) must be approved by the city or village council or the county or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **516--DELINQUENT TAX REVOLVING FUND**

The Delinquent Tax Revolving Fund may be established by resolution by the county board of commissioners pursuant to 1893 PA 206, MCL 211.87b. This fund must be segregated into separate funds or accounts for each year's delinquent taxes. Each year's separate fund or accounts continue in existence until the delinquent taxes for that tax year have been collected and the county board of commissioners transfers any surplus to the county's general fund in accordance with MCL 211.87b(7). The county retains all delinquent taxes, and interest and penalties collected to offset its tax collection costs.

The surplus earned, after any borrowing is paid off, is under the control of the board of commissioners. The surplus may be accumulated to reduce or avoid future borrowings or expended for other purposes as authorized by the board of commissioners.

The Delinquent Tax Revolving Fund accounts for money either advanced by a county's General Fund or by the issuance of general obligation limited tax notes to purchase other taxing units and various county funds delinquent taxes. (See Numbered Letter 2001-5)

The cash and investments of the Delinquent Tax Revolving Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment unless restricted by a bond ordinance or authorizing resolution.

1893 PA 206, MCL 211.87b(2) states, "If a delinquent tax revolving fund is established, the county treasurer shall be the agent for the county, on behalf of the taxing units in the county and this state, and, without further action by the county board of commissioners, may enter into contracts with other municipalities, this state, or private persons, firms, or corporations in connection with any transaction relating to the fund or any borrowing made by the county pursuant to section 87c or 87d, including all services necessary to complete this borrowing."

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

### **517--SANITARY LANDFILL FUND**

The Sanitary Landfill Fund is used in counties, cities, villages, and townships to account for the operation of a sanitary landfill whose primary source of revenue is user charges. However, a tax levy for the purpose of operating a sanitary landfill authorized by a vote of the electors of the local unit of government may be a secondary source of revenue.

The Michigan Department of Treasury requires this fund in those units that levy a special voted tax for a sanitary landfill.

Special Revenue Fund Number 227, Sanitary Landfill Fund, should be used if the sanitary landfill's primary source of revenue is a voted tax levy. General Fund Activity Number 526, Sanitary Landfill, should be used if the sanitary landfill is funded by General Fund revenue.

The cash and investments of the Sanitary Landfill Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

All claims (expenditures) must be approved by the city or village council, or county or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75.

### **518 to 534--OPEN**

### **535--HOUSING COMMISSION FUND**

The Housing Commission Fund can be used in counties, cities, villages, and townships to account for the operations of a housing commission established under the authority of 1933 PA 18 (Ex. Session), MCL 125.651 to MCL 125.709e. This is a self-supporting fund which does business with individuals or firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund is usually found in city government. It is used to record the revenues and expenses for the operation of a housing commission. Capital assets are recorded within the fund and depreciation will be charged. The establishment and authorization of this operation is accomplished by ordinance of the legislative body, MCL 125.653.

Money for the operation of this fund is supplied by rents from the people living in the housing, an advance from the General Fund, and grants.

The cash and investments of the Housing Commission Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

## **FUND DESCRIPTIONS - ENTERPRISE FUND TYPE**

All claims (expenses) must be approved by the city or village council, or county or township board pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75.

### **536 to 540--OPEN**

#### **541--FORESTRY FUND**

The Forestry Fund is used to record the operations of the forestry department as authorized by 1994 PA 451, MCL 324.50701 to MCL 324.50707. This is a self-supporting fund which does business with individuals or firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund is usually found in county government. It is used to record the revenues and expenses for the operation of a forestry department. Capital assets and depreciation are recorded within this fund. The establishment and authorization of this operation is accomplished by a resolution of the legislative body.

Money for the operation of this fund is supplied by a loan or advance from the General Fund and revenues received from the sale of timber. The money that accumulates in the unrestricted net position account of this fund may or may not be transferred to another fund, depending on whether or not it is provided for by the legislative body.

All claims (expenditures) must be approved by the county board pursuant to: Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **542 to 548--OPEN**

#### **549--BUILDING DEPARTMENT FUND**

The Building Department Fund may be used in any county, city, village, or township to account for revenues earmarked for building construction code enforcement activities. The fund is required by Section 22(1) of 1972 PA 230, MCL 125.1522(1).

The Building Inspection Fund is used to account for the receipts and expenses related to the cost of operating the enforcing agency under the provisions of the State Construction Code Act. Typically, the enforcing agency is the building department or planning department issuing building permits, examining plans and specifications, inspecting construction before issuing building permits, and issuing certificates of use and occupancy. The use of fees generated under this act can only be used for the operation of the enforcing agency, construction board of appeals, or both, and shall not be used for any other purpose.

Special Revenue Fund Number 249, Building Department Fund, may be used if the building department is not intended to be self-sustaining through user charges or General Fund Activity

## **FUND DESCRIPTIONS - ENTERPRISE FUND TYPE**

Number 371, Building Department, may be used if the building department is funded by General Fund revenue. Use of an activity in the General Fund requires specific financial statement note disclosures that demonstrate that the activity is not self-sustaining.

The cash and investments of the Building Department Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75.

### **550--OPEN**

### **551--MARKETS FUND**

The Markets Fund is used to record the operation of a “farmers market.” This is a self-supporting fund which does business with individuals and firms outside the local unit departments and therefore is classified as an Enterprise Fund.

This fund is usually found in city government as authorized by 1895 PA 215, MCL 99.1. However, a village, as authorized by 1895 PA 3, MCL 67.41, may also maintain a farmers market. It is used to record the revenues and expenses for the operation of a farmers market. Capital assets and depreciation are recorded within this fund. The establishment and authorization for this operation is accomplished by a resolution of the legislative body.

Money for the operation of this fund is supplied by a loan or advance from the General Fund and revenues from the rent charged the users of the market. The money which accumulates in the unrestricted net position account of this fund may or may not be transferred to another fund depending on whether or not it is provided for by the legislative body.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7

### **552 to 560--OPEN**

### **561--FAIR BOARD FUND**

The Fair Board Fund is used to record the operations of a county fair as authorized by 1929 PA 11, MCL 46.151 to MCL 46.153. This is a self-supporting fund which does business with firms and individuals outside the local unit departments and is therefore classified as an enterprise.

This fund is usually found in county government. It is used to record the revenues and expenses for the operation of a county fair. Capital assets and depreciation are recorded within this fund. The establishment and authorization of this operation is accomplished by a resolution of the legislative body.



## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

Money for the operation of this fund is supplied by a loan or transfer from the General Fund and revenues from rents, admission charges, and parking fees. The money which accumulates in the unrestricted net position account of this fund may or may not be transferred to another fund depending on whether or not it is provided for by the legislative body.

All claims (expenditures) must be approved by the county board pursuant to: Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **562 to 564--OPEN**

#### **565--PUBLIC WORKS OPERATION AND MAINTENANCE FUND (1957 PA 185 AND 1939 PA 342 FOR OTHER LOCAL UNITS)**

The Public Works Operation and Maintenance Fund may be found in a county and is used to account for the activity of water and sewer systems when the county acts as the financing source for a local unit of government. The fund is used to record the operations of the water systems, sewer systems, or other DPW projects by a county (authority) for other units of government.

A county issues debt in its name (generally under 1957 PA 185 or 1939 PA 342; sometimes Chapter 20 of 1956 PA 40, MCL 280.461, is used for sanitary sewage systems). There is a lease with the local unit whereby the local unit agrees to lease the asset over the life of the bonds (often the lease payment is equal to Debt Service requirements of the county bonds). Common variations of this scenario are as follows:

- 1) The county issues the debt and turns the proceeds over to the local unit. The local unit constructs and operates the system.
- 2) The county issues the debt and constructs the system. The local unit(s) operates the system.
- 3) The county issues the debt, constructs the system, and operates it on behalf of the local unit.

Specific financial reporting guidelines are contained in MCGAA Statement No. 10.

The cash and investments of the fund are subject to the requirements of 1943 PA 20, MCL 129.91.

All claims (expenditures) must be approved by the county board pursuant to: Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **566 to 568--OPEN**

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

### **569--BUILDING AUTHORITY FUND**

The Building Authority Fund is used in counties, cities, and urban townships to account for the operation of public facilities by a building authority board established under the authority of 1948 PA 31, MCL 123.951 to MCL 123.965.

The Michigan Department of Treasury requires this fund in those units that establish a building authority to operate public facilities.

If a building authority is established to issue debt and construct facilities, without continuing operation, the appropriate Debt Service and Capital Project Funds must be established rather than this fund.

The cash and investments of the Building Authority Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Townships--Revised Statutes of 1846, MCL 41.75.

### **570 to 580--OPEN**

### **581--AIRPORT FUND**

The Airport Fund is used to record the operations of an airport. This is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund is found in county and city government. It is used to record the revenues and expenses for the operation of an airport owned by the local unit or an airport authority. Capital assets and depreciation are recorded within this fund.

The establishment and authorization of the fund is accomplished by resolution of the legislative body. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

Money for the operation of this fund is supplied by the sale of bonds for the purchase of capital assets, appropriation from the General Fund, hangar rentals, landing use fees, and other rentals or service charges.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

### **582--ELECTRICAL UTILITY FUND**

The Electrical Utility Fund is used to record the operations of an electrical utility. This is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund can be found in any local unit of government. It is used to record the revenues and expenses for the operation of an electrical utility owned by the local unit. Capital assets and depreciation are recorded within this fund.

The establishment and authorization of this operation is accomplished by a resolution of the governing body or a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

Money for the operation of this fund is supplied by the sale of revenue bonds for the purchase of capital assets and charges to customers for services.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75.

### **583--GAS UTILITY FUND**

The Gas Utility Fund is used to record the operations of a gas utility. This is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

The Gas Utility Fund can be found in any local unit of government. It is used to record the revenues and expenses for the operation of a gas utility. Capital assets and depreciation are recorded within this fund.

The establishment and authorization of this operation is accomplished by a resolution of the legislative body or by a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

Money for the operation of this fund is supplied by bond proceeds from the sale of revenue bonds (used for fixed assets) and revenue from customers for services rendered.

All claims (expenses) must be approved by the legislative board or council pursuant to:

## **FUND DESCRIPTIONS - ENTERPRISE FUND TYPE**

Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75.

### **584--GOLF COURSE FUND**

This fund is used to record the operations of a golf course. It is a self-supporting fund which does business with individuals and firms outside the local unit departments and is therefore classified as an Enterprise Fund.

This fund is usually found in city or county government. It is used to record the revenues and expenses for the operation of a golf course owned by the local unit. Capital assets and depreciation are recorded within this fund.

The establishment and authorization of this operation is accomplished by a resolution of the legislative body or by a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

Money for the operation of this fund is supplied by a loan or advance from the General Fund, bond proceeds from the sale of revenue bonds (used for acquiring capital assets), and revenue from green fees, sales, or other service charges.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63

### **585--OPEN**

### **586--PORT AUTHORITY FUND**

This fund is used to record the operations of a port authority. It is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund is usually found in county or city government as authorized by 1978 PA 639, MCL 120.101 to MCL 120.130. It is used to record the revenues and expenses for the operation of a local unit owned port authority. Capital assets and depreciation are recorded within this fund.

The establishment and authorization of this operation is accomplished by a resolution of the legislative body or by a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

Money for the operation of this fund is supplied by a loan or advance from the General Fund, charges for services or bond proceeds.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63

### **587--SWIMMING POOL FUND**

The Swimming Pool Fund is used to record the operations of a swimming pool. This is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund is usually found in city government. It is used to record the revenues and expenses for the operation of a local unit owned swimming pool. Capital assets and depreciation are recorded within this fund.

A swimming pool may be an activity of the General Fund or Park/Recreation Fund (between Activity Numbers 751 and 849) if the swimming pool is totally financed by the General Fund or Park/Recreation Fund.

The establishment and authorization of this operation is accomplished by a resolution of the legislative body or by a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

Money for the operation of this fund is supplied by a loan or appropriation from the General Fund, fees from the use of the pool or bond proceeds. The money which accumulates in the unrestricted net position account of this fund may be transferred to another fund when provided for by the legislative body.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20;

### **588--TRANSPORTATION SYSTEM FUND**

The Transportation System Fund may be used in counties, cities, villages and townships to account for the operation of a public transportation system established under the authority of 1963 PA 55, providing for mass transportation system authorities, MCL 124.351 to MCL 124.359; 1967 PA 204, the Metropolitan Transportation Authorities Act of 1967, MCL 124.401 to MCL 124.426; 1986 PA 196, the Public Transportation Authority Act, MCL 124.451 to MCL 124.479; 1951 PA 51, MCL 247.651 to MCL 247.675, and federal statutes.

Capital assets and depreciation are recorded within this fund.

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

The cash and investments of the Transportation Fund, except as established pursuant to MCL 124.451, are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts. The cash and investments of a Transportation System Fund established pursuant to MCL 124.451 are subject to the requirements in MCL 124.476.

All claims (expenses) must be approved by the legislative board or council pursuant to: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75.

### **589--AUTO FERRY FUND**

The Auto Ferry Fund is used to record the operations of an auto ferry service. This is a self-supporting fund which does business with individuals or firms outside the local unit departments and is therefore classified as an enterprise.

This Auto Ferry Fund is usually found in city government as authorized by 1895 PA 215, MCL 91.1, or county government as authorized by 1943 PA 150, MCL 255.51. It is used to record the revenues and expenses for the operation of an auto ferry service. This fund will have the capital assets and depreciation recorded within the fund.

The establishment and authorization of this operation is accomplished by a resolution of the legislative body or by a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

Money for the operation of this fund is supplied by a loan or advance from the General Fund, fares for the use of the boats, or bond proceeds. The money which accumulates in the net position account for this fund may be transferred to another fund if provided for by the legislative body.

All claims (expenses) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **590--SEWER FUND**

This fund can be found in any local unit. It is used to record the revenues and expenses for the operation of a sewer system. Capital assets and depreciation are recorded within this fund.

The fund is established by a resolution of the local unit's governing body or by a vote of the people and subsequent resolution of the local unit's governing body. The accounting procedures for the issuance of revenue bonds are prescribed by the Revenue Bond Act of 1933.

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

Money that accumulates as unrestricted net position of this fund may be transferred to another fund if authorized by the governing body.

The cash and investments of the Sewer Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment unless restricted by the bond ordinance or authorizing resolution.

All claims (expenses) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **591--WATER FUND**

This fund can be found in any local unit. It is used to record the revenues and expenses for the operation of a water system. Capital assets and depreciation are recorded within this fund.

The fund is established by a resolution of the local unit's governing body or by a vote of the people and subsequent resolution of the local unit's governing body. The accounting procedures for the issuance of revenue bonds are prescribed by the Revenue Bond Act of 1933.

Money that accumulates as unrestricted net position of this fund may be transferred to another fund if authorized by the governing body.

The cash and investments of the Water Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account unless restricted by the bond ordinance or authorizing resolution.

All claims (expenses) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **592--WATER AND SEWER FUND**

This fund can be found in any local unit. It is used to record the revenues and expenses for the operation of a combined water and sewer system. Capital assets and depreciation are recorded within this fund.

The fund is established by a resolution of the local unit's governing body or by a vote of the people and subsequent resolution of the local unit's governing body. The accounting procedures for the issuance of revenue bonds are prescribed by the Revenue Bond Act of 1933.

## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

Money that accumulates as unrestricted net position of this fund may be transferred to another fund if authorized by the governing body.

The cash and investments of the Water and Sewer Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account unless restricted by the bond ordinance or authorizing resolution.

All claims (expenses) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **593--CIVIC AUDITORIUM FUND**

This fund is used to record the operations of the civic auditorium. It is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund is usually found in city government. It is used to record the revenues and expenses for the operation of a civic auditorium. Capital assets and depreciation are recorded within this fund.

The establishment and authorization of this operation is accomplished by a resolution of the legislative body or by a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

Money which accumulates in the unrestricted net position account may be transferred to another fund of the local unit if provided for by the legislative body and allowed by the revenue bond ordinance.

Money for the operation of the fund is supplied by a loan or appropriation from the General Fund, bond proceeds from the sale of bonds (used for capital assets), and rent received for the use of the facilities.

### **594--MARINA FUND**

This fund is used to record the operations of a local unit owned marina. It is a self-supporting fund which does business with individuals and firms outside the local unit departments and is, therefore, classified as an Enterprise Fund.

This fund is usually found in city government. It is used to record the revenues and expenses for the operation of a marina. Capital assets and depreciation are recorded within this fund.



## FUND DESCRIPTIONS - ENTERPRISE FUND TYPE

The establishment and authorization of this operation is accomplished by a resolution of the legislative body or by a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

The money which accumulates in the unrestricted net position account may be transferred to another fund of the local unit when provided for by the legislative body and/or allowed by the revenue bond ordinance.

Money for the operation of this fund is supplied by a loan or appropriation from the General Fund, bond proceeds from the sale of revenue bonds (used for capital assets), and revenues from use of these facilities.

### **595--COMMISSARY/CONCESSION FUND**

The Commissary/Concession Fund is established by resolution of the governing body of a county, city, village, or township. The establishing resolution should provide guidelines for the operation of the commissary, types of inventory to be maintained, markup, sales tax license, and authorized use of the profits of the commissary.

This fund can be found in any local unit. It is used to record the revenues and expenses for the operation of a concession stand (perhaps in a park) or a commissary (in a jail or hospital). Capital assets and depreciation are recorded within this fund.

The money that accumulates in the unrestricted net position account of this fund may be transferred to another fund if authorized within the governing body's enabling resolution.

The cash and investments of the Commissary/Concession Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in a pooled cash and investment account.

All claims (expenses) must be approved by the governing body of the local unit of government pursuant to statutory requirements as follows: Cities--1895 PA 215, MCL 87.7, MCL 88.20; Villages--1895 PA 3, MCL 65.7; Townships--Revised Statutes of 1846, MCL 41.75; Counties--1851 PA 156, MCL 46.11(g); 1909 PA 58, MCL 46.71; 1943 PA 182, MCL 46.53; and 1923 PA 301, MCL 46.63.

### **596--GARBAGE AND RUBBISH COLLECTION FUND**

This fund is used to record the operations of a garbage and rubbish collection system. It is a self-supporting fund which does business with individuals and firms outside the local unit and is, therefore, classified as an enterprise.

This fund can be found in any local unit. It is used to record the revenues and expenses for the operations of a garbage and rubbish collection system. Capital assets and depreciation are recorded within this fund.

**FUND DESCRIPTIONS - ENTERPRISE FUND TYPE**

Use Special Revenue Fund Number 226, Rubbish Collection Fund, if there is a special millage to fund the garbage and rubbish collection operation. Use Activity Number 528, Rubbish Collection/Disposal, if the garbage and rubbish collection operation is funded by the General Fund.

The establishment and authorization of this operation is accomplished by a resolution of the legislative body or by a special vote of the people. Bond proceeds and the bond retirement are also accounted for in this fund if some of the capital assets of this fund are purchased from the sale of revenue bonds. The accounting for the issuance of revenue bonds is provided for by the Revenue Bond Act of 1933.

The money which accumulates in the unrestricted net position account may be transferred to another fund of the local unit if provided for by the legislative body and/or allowed by the revenue bond ordinance.

Money for operation of this fund is supplied by a loan or appropriation from the General Fund, bond proceeds from the sale of revenue bonds and revenues from services rendered.

**597 to 599--OPEN**

## **FUND DESCRIPTIONS – INTERNAL SERVICE FUND TYPE**

Internal Service Funds may be used to report any activity that provides goods or services to other funds, departments, agencies of the primary government and its component units or to other governments on a cost reimbursement basis. Internal Service Funds should be used only if the reporting government is the predominant participant in the activity. Otherwise, the activity should be reported as an Enterprise Fund (GASB Statement 34, Paragraph 68).

Internal Service Funds may not be used to hide deficits in other funds. Any costs accounted for in Internal Service Funds must be charged to other funds on a current basis. If the net position of an Internal Service Fund is negative, this indicates that the other funds have not reimbursed the costs. The only exception to this is self-insurance funds, where GASB 10, Paragraph 66b allows charging using an actuarial method (or historical data) that is adjusted over a reasonable period of time so that revenue and expenses are approximately equal.

### **601 to 630--OPEN**

#### **631--BUILDING AND GROUNDS MAINTENANCE FUND**

The Building and Grounds Maintenance Fund is used to record the operations of a building and grounds maintenance department. This fund is classified as an Internal Service Fund because it provides materials and services to other departments of the same local unit of government.

This fund is usually found in county or city government. This fund has its capital assets and depreciation recorded within the fund. This fund is established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund or other operating funds and reimbursements from the operating funds for services received.

### **632 to 633--OPEN**

#### **634--CENTRAL HEATING FUND**

The Central Heating Fund is used to record the operations of a central heating department. This fund is classified as an Internal Service Fund because it provides materials and services to other departments of the same local unit of government.

This fund can be found in any local unit of government. The capital assets and depreciation are recorded within the fund. This fund is established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund or other operating funds and reimbursements from other fund for services received.

### **635 to 638--OPEN**

**FUND DESCRIPTIONS – INTERNAL SERVICE FUND TYPE****639--DRAIN EQUIPMENT REVOLVING FUND**

The Drain Equipment Revolving Fund is used in counties to account for money advanced from the county General Fund for the purchase of drain equipment for maintenance work on drains. The Drain Equipment Revolving Fund is reimbursed by the Drain Fund as special assessments are collected. The Drain Equipment Revolving Fund is permitted by Chapter 12 of 1956 PA 40, MCL 280.301.

The cash and investments of the Drain Equipment Revolving Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Drain Equipment Revolving Fund may be included in a pooled cash and investment account.

**640--DPW EQUIPMENT REVOLVING FUND**

The DPW Equipment Revolving Fund is used to account for money advanced from the county or city General Fund for the purchase of equipment for maintenance work on public works projects. The DPW Equipment Revolving Fund is reimbursed from the Public Works Funds as those funds are billed.

The cash and investments of the DPW Equipment Revolving Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The DPW Equipment Revolving Fund may be included in a pooled cash and investment account.

**641--DPW REVOLVING FUND**

The DPW Revolving Fund may be found in a county and is used to account for money used to pay for preliminary work on DPW projects which benefit other units of government such as townships, cities, and villages. The fund is required by Michigan Department of Treasury where the county advances money for the preliminary work on DPW projects covered by 1939 PA 342 and 1957 PA 185.

Money for the operation of the fund is supplied by the following:

- An advance from the General Fund.
- Reimbursement from bond proceeds.
- Reimbursements received from the other local units for benefits received and reimbursement from the applicable fund for construction of the specific DPW project.

A subsidiary ledger must be maintained to account for each individual DPW project.

The cash and investments of the DPW Revolving Fund are subject to the requirements of 1943 PA 20, MCL 129.91.

**642--OPEN**

**FUND DESCRIPTIONS – INTERNAL SERVICE FUND TYPE****643--LOCAL SITE REMEDIATION REVOLVING FUND**

A Brownfield Redevelopment Authority may establish a Local Site Remediation Revolving Fund. A Local Site Remediation Revolving Fund shall consist of money available under section 13(5) of 1996 PA 381, MCL 125.2663, and may also consist of money appropriated or otherwise made available from public or private sources. An authority shall separately account for money deposited to the fund that is directly derived from tax increment revenues levied for school operating purposes.

This fund may be found in counties, cities, or urban townships.

The Local Site Remediation Revolving Fund may be used only to pay the costs of eligible activities on eligible property that is located within the municipality.

An authority or a municipality on behalf of an authority may incur an obligation for the purpose of funding a Local Site Remediation Revolving Fund.

The Michigan Department of Treasury requires this fund in those units that establish the authority. Money in the fund may be expended for the purpose of the Act.

The cash and investments of the Brownfield Redevelopment Authority Local Site Remediation Revolving Fund may be at the authority's discretion, MCL 125.2657(1)(k). This authorization would be subject to the prohibition of investing in stock of any company in Const 1963, art 9, § 19. The Department of Treasury recommends that the cash and investments be in compliance with the requirements of 1943 PA 20, MCL 129.91. The cash and investments must be in accordance with 1943 PA 20 if the local unit's treasurer is appointed treasurer of the Brownfield Redevelopment Authority.

**644 to 660--OPEN****661--MOTOR POOL FUND**

The Motor Pool Fund is used to record the operations of a motor vehicle pool. This fund is classified as an Internal Service Fund because it provides materials and services to other departments of the same local unit of government.

This fund can be found in any local unit. Capital assets and depreciation are recorded within this fund. This fund has special advantages for cities and villages because the Major and Local Street Funds can be charged rent for the time the equipment is used for street work. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and reimbursements from other funds for services rendered.

**FUND DESCRIPTIONS – INTERNAL SERVICE FUND TYPE****662--POLICE VEHICLE AND EQUIPMENT POOL FUND**

The Police Vehicle and Equipment Pool Fund is used to record the operations of a police vehicle and equipment pool. The units may (if they wish) combine these vehicles with the other equipment of the unit and account for them in Fund Number 661, Motor Pool Fund.

This fund can be found in any local unit.

This fund is classified as an Internal Service Fund because it performs services for other departments of the local unit. This fund can be found in most types of government. Capital assets and depreciation are recorded within this fund. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and revenues from other funds of the local unit (rent charges).

**663--FIRE VEHICLE AND EQUIPMENT POOL FUND**

The Fire Vehicle and Equipment Fund is used to record the operations and maintenance of a fire vehicle and equipment pool. The local units may, if they wish, combine these vehicles with the other equipment of the local unit and account for them in Fund Number 661, Motor Pool Fund.

This fund can be found in any local unit.

This fund is classified as an Internal Service Fund because it provides materials and services to other departments of the same local unit of government. Capital assets and depreciation are recorded within this fund. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and revenues from other funds (rent charges).

**664--OFFICE EQUIPMENT POOL FUND**

The Office Equipment Pool Fund is used to record the operations of an office equipment pool.

This fund can be found in any local unit.

This fund is classified as an Internal Service Fund because it provides materials and services to other departments of the same local unit of government. Capital assets and depreciation are recorded within this fund. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and revenues from other funds (rent charges).

**FUND DESCRIPTIONS – INTERNAL SERVICE FUND TYPE****665--HEAVY EQUIPMENT POOL FUND**

The Heavy Equipment Pool Fund is used to record the operations of a heavy equipment pool.

This fund is classified as an Internal Service Fund because it provides material and services to other departments of the same local unit of government. This fund is usually found in a city or village government, but can be found in other local units. Capital assets and depreciation are recorded within this fund. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and reimbursements from other funds.

**666 to 670--OPEN****671--UTILITIES REVOLVING FUND**

The Utilities Revolving Fund is used to record the operations of a facility which provides various utility services to departments of the local unit.

This fund is classified as an Internal Service Fund because its function is to service other departments within the same local unit.

This fund is usually found in city or village government, but can be found in other local units. Capital assets and depreciation are recorded within this fund. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and reimbursements from other funds.

**672--ELECTRICAL UTILITY FUND**

The Electrical Utility Fund is used to record the operations of an electrical utility which services only the departments of the local unit.

This fund is classified as an Internal Service Fund because it provides materials and services to other departments of the same local unit of government.

This fund can be found in any unit of government. Capital assets and depreciation are recorded within this fund. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and reimbursements from other funds.

**FUND DESCRIPTIONS - INTERNAL SERVICE FUND TYPE****673--GAS UTILITY FUND**

The Gas Utility Fund is used to record the operations of a gas utility which services only the departments of the local unit.

This fund is classified as an Internal Service Fund because it provides materials and services to other departments of the same local unit of government.

This fund can be found in any unit of government. Capital assets and depreciation are recorded within this fund. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and reimbursements from other funds.

**674--WATER UTILITY FUND**

The Water Utility Fund is used to record the operations of a water utility which services only the departments of the local unit.

This fund is classified as an Internal Service Fund because it provides materials and services to other departments of the same local unit of government.

This fund can be found in any unit of government. Capital assets and depreciation are recorded within this fund. This fund can be established by a resolution of the legislative body of the local unit.

Money for the operation of this fund is supplied by an advance from the General Fund and reimbursements from other funds.

**675 to 676--OPEN****677--SELF-INSURANCE FUND**

The Self Insurance Fund is used by a local unit which adopts a self-insurance program.

This fund is classified as an Internal Service Fund because its function is to provide insurance coverage to departments of funds within the same unit of government.

This fund can be found in any local unit which is permitted by statute, charter, ordinance, etc., to provide its own insurance protection. It is financed by appropriation transfers or contributions from other funds. Any losses normally recovered through insurance claims are paid from this fund.

This fund is established by a resolution of the governing body. Units should make a thorough study before adopting a self-insurance program.



**FUND DESCRIPTIONS - INTERNAL SERVICE FUND TYPE**

Money for the operation of this fund is supplied by appropriation transfers or contributions from the various funds involved in the self-insurance program. Losses, damages, etc., are then paid from this fund.

**678 to 699--OPEN**

## **FUND DESCRIPTIONS - AGENCY FUND TYPE**

### **FIDUCIARY FUND CATEGORY**

Fiduciary Fund reporting focuses on net position and changes in net position. Fiduciary Funds should be used to report assets held in a trustee or agency capacity for others and, therefore, cannot be used to support the government's own programs. The Fiduciary Fund Category includes pension and other employee benefits trust funds, investment trust funds, private-purpose trust funds, and agency funds. The three types of trust funds should be used to report resources held and administered by the reporting government when it is acting in a fiduciary capacity for individuals, private organizations, or other governments. These funds are distinguished from agency funds generally by the existence of a trust agreement that affects the degree of management involvement and the length of time that the resources are held (GASB Statement 34, Paragraph 69).

### **AGENCY FUND TYPE**

Agency Funds should be used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities). Agency Funds typically involve the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

### **701--GENERAL AGENCY FUND**

The General Agency Fund (formerly the "Trust and Agency Fund") is found in any local unit of government. It is used to account for resources held by the local unit in a purely custodial capacity (assets equal liabilities). Money in this fund is from current tax collections (except townships), delinquent tax collections, payroll deductions, fee collections for other units of government, and other money held in a purely custodial capacity.

The cash and investments of the General Agency Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investments account.

### **702--OPEN**

### **703--CURRENT TAX COLLECTION FUND**

The Current Tax Collection Fund is found in any local unit of government that collects taxes and/or special assessments for other local units. It is used to account for resources held by the local unit in a purely custodial capacity (assets equal liabilities). Money in this fund is from current tax and special assessment collections. Timely distribution to the appropriate fund and local unit must be made in accordance with Section 43 of the General Property Tax Act, 1893 PA 206, MCL 211.43.

The cash and investments of the Current Tax Collection Fund are subject to the requirements of 1943 PA 20, MCL 129.91. The Michigan Department of Treasury requires separate cash and investment accounts for the Current Tax Collection Fund.

## FUND DESCRIPTIONS - AGENCY FUND TYPE

Investment earnings follow the principal (amount of taxes for each unit) unless the tax collecting unit has other agreements with the tax levying units.

### **704--IMPREST PAYROLL FUND**

The Imprest Payroll Fund may be found in any local unit of government to account for the payroll paid to employees. It is used to account for the payroll of the local unit after reimbursement from the benefited funds of the local unit. The payroll deductions usually accumulate in this fund until paid to the appropriate fund or other creditor of the unit. It is used to account for resources held by the local unit in a purely custodial capacity (assets equal liabilities). The Imprest Payroll Fund has no revenue or expenditure accounts and is composed only of balance sheet accounts.

The cash and investments of the Imprest Payroll Fund are subject to the requirements of 1943 PA 20, MCL 129.91. This fund has its own depository and should have a balance only as required by the financial institution to maintain an open account.

### **705 to 709--OPEN**

### **710--DISTRICT (MUNICIPAL) COURT TRUST FUND**

The District (Municipal) Court Trust Fund may be found in any unit of government that acts as the local funding unit for a district or municipal court. The fund may be established by resolution of the legislative body of the local unit at the request of the court.

The fund is used to account for bond and other trust money held by a district or municipal court. The Michigan State Court Administrative Office's 'Court Administration Reference Guide' authorizes a bank account to be established only when the account is necessary. This bank account is designated for the proper receipt and disbursement of certain revenues and funds that cannot be deposited and more efficiently administered directly through the funding unit. The Michigan Court Administration's Reference Guide authorizes four bank account types for courts: Trust Account, Depository Account, Reimbursement Account, and Operational Account.

Although the court may maintain the bank accounts, the local funding unit treasurer has the statutory responsibility for the trust accounts. The court must provide the local funding unit treasurer monthly bank account reconciliations on a timely basis. This reconciliation includes maintaining a detailed ledger by the court of all trust items that reconciles in total to the reconciled bank account balance.

The cash and investments of the District (Municipal) Court Trust Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investments account.

## FUND DESCRIPTIONS - AGENCY FUND TYPE

### **711--PROBATE COURT TRUST FUND**

The Probate Court Trust Fund is found in county government. The fund may be established by resolution of the county board of commissioners at the request of the court.

The fund is used to account for bond and other trust money held by a probate court. The Michigan State Court Administrative Office's 'Court Administration Reference Guide' authorizes a bank account to be established only when the account is necessary. This bank account is designated for the proper receipt and disbursement of certain revenues and funds that cannot be deposited and more efficiently administered directly through the funding unit. The Michigan Court Administration's Reference Guide authorizes four bank account types for courts: Trust Account, Depository Account, Reimbursement Account, and Operational Account.

Although the court may maintain the bank accounts, the local funding unit treasurer has the statutory responsibility for the trust accounts. The court must provide the local funding unit treasurer monthly bank account reconciliations on a timely basis. This reconciliation includes maintaining a detailed ledger by the court of all trust items that reconciles in total to the reconciled bank account balance.

The cash and investments of the Probate Court Trust Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investments account.

### **712--TRIAL COURT TRUST FUND**

The Trial Court Trust Fund may be found in any unit of government that acts as the local funding unit for a demonstration project (consolidated) trial court. The fund may be established by resolution of the legislative body of the local unit at the request of the court.

The fund is used to account for bond and other trust money held by a trial court. The Michigan State Court Administrative Office's 'Court Administration Reference Guide' authorizes a bank account in the name of the court to be established only when the account is necessary. This bank account is designated for the proper receipt and disbursement of certain revenues and funds that cannot be deposited and more efficiently administered directly through the funding unit. The Michigan Court Administration's Reference Guide authorizes four bank account types for courts: Trust Account, Depository Account, Reimbursement Account, and Operational Account.

Although the court may maintain the bank accounts, the local funding unit treasurer has the statutory responsibility for the trust accounts. The court must provide the local funding unit treasurer monthly bank account reconciliations on a timely basis. This reconciliation includes maintaining a detailed ledger by the court of all trust items that reconciles in total to the reconciled bank account balance.

The cash and investments of the Trial Court Trust Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investments.

**FUND DESCRIPTIONS - AGENCY FUND TYPE****713--Open****714--INMATES' TRUST FUND**

The Inmates' Trust Fund may be found in counties that have a jail facility. This fund is used to account for money belonging to inmates lodged at the jail. The accounting for funds belonging to prisoners lodged at the county jail is the responsibility of the county sheriff. Such moneys must be deposited with the county treasurer. The sheriff is responsible for the individual inmate accounts and for authorizing payments of these moneys by the county treasurer or from the Imprest Inmate Trust bank account and subsequent replenishment of the Imprest accounts.

As inmates are admitted to the jail, their personal funds are placed in this trust fund. Friends and relatives may also make deposits for the benefit of an individual inmate. Money may be withdrawn only for the benefit of the particular inmate. Each withdrawal must be properly authorized. Written procedures must be established for the handling of these funds to safeguard the inmate's money held in trust. This fund must have its own depository bank account that is reconciled monthly. Individual inmate accounts must be maintained and reconciled to the total of the depository bank account.

The cash and investments of the Inmates' Trust Fund are subject to the requirements of 1943 PA 20, MCL 129.91.

**715 to 720--OPEN****721--LIBRARY PENAL FINE FUND**

The Library Penal Fine Fund is found in counties and is required by 1964 PA 59, MCL 397.32. It is used to accumulate money collected by courts for fines imposed for state law violations. The accumulated fines must be apportioned annually by the county treasurer among the public libraries and county library in the county in accordance with the directions of the state board for libraries before August 1 of each year.

The cash and investments of the Library Penal Fine Fund are subject to the requirements of 1943 PA 20, MCL 129.91, and may be included in pooled cash and investment accounts.

**722 to 725--OPEN**

## **FUND DESCRIPTIONS - TRUST FUND TYPE PENSION AND OTHER EMPLOYEE BENEFITS**

Pension and other employee benefit trust funds should be used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other postemployment benefit plans or other employee benefit plans. (GASB Statement 34, Paragraph 70).

### **726--EMPLOYEES 457 DEFERRED COMPENSATION FUND**

The Employees 457 Deferred Compensation Fund may be found in any unit of government that has fiduciary responsibility for a single employer Employees 457 Deferred Compensation Plan. GASB Codification Section D25.101 states that a deferred compensation plan which meets the criteria for a pension plan or another employee benefit trust fund should be reported as a Fiduciary Fund in the governmental unit's financial statements.

A Section 457 Plan should not be reported in a government's financial statements if a fiduciary relationship does not exist. However, a financial statement note is required in Michigan to disclose the relationship between the deferred compensation plan and the governmental unit.

The cash and investments of the Employees 457 Deferred Compensation Fund are subject to the requirements of the plan document.

### **727--401K DEFERRED COMPENSATION FUND**

The 401K Deferred Compensation Fund can be found in any local unit which established a 401K Deferred Compensation Plan prior to the effective date established by the Tax Reform Act of 1986.

This fund is only used for 401K plans in which employee's contribute. The 401K Retirement System Fund Number 733 should be used when both employees and the employer contribute to the fund.

Administration of the investments of this fund may be done directly by the local unit or by contract with an insurance company, bank trust department, or other financial organization authorized to do business in Michigan.

### **728 to 730--OPEN**

**FUND DESCRIPTIONS - TRUST FUND TYPE  
PENSION AND OTHER EMPLOYEE BENEFITS**

**731--RETIREMENT SYSTEM FUND**

The Retirement System Fund may be found in any local unit of government that administers an employees' retirement system. The fund is established in accordance with:

<u>Unit/Organization</u>	<u>MCL Reference</u>
Charter County	45.514(1)(e)
City - by Charter or Ordinance	117.4i and 117.4j
City Library--Over 250,000 Population	38.701
Combined Retirement Systems	38.691
County	46.12a
County Hospital	331.154a
Townships--Refers to County Section 46.12a	41.110b
Villages	Const 1963, art 9, § 24

Each retirement system must be accounted for in a separate Retirement System Fund.

The money in this fund is obtained from employer contributions, employee contributions, and investment earnings and/or a special tax levy.

The cash and investments of the Retirement System Fund are subject to the requirements of the Public Employee Retirement System Investment Act, 1965 PA 314, MCL 38.1132 to MCL 38.1140m.

**732--POLICE AND FIRE RETIREMENT SYSTEM FUND**

The Police and Fire Retirement System Fund may be found in any local unit of government that administers a police and fire employees' retirement system, most commonly in urban cities. The fund is established under the provisions of 1937 PA 345, MCL 38.551 to MCL 38.562. Each police and fire retirement system must be accounted for in a separate Police and Fire Retirement System Fund.

The cash and investments of the Police and Fire Retirement System Fund are subject to the requirements of the Public Employee Retirement System Investment Act, 1965 PA 314, MCL 38.1132 to MCL 38.1140m.

**FUND DESCRIPTIONS - TRUST FUND TYPE  
PENSION AND OTHER EMPLOYEE BENEFITS**

**733--401K RETIREMENT SYSTEM FUND**

The 401K Retirement System Fund may be found in any local unit of government that administers an employees' 401K retirement system in which only the employer contributes or both the employer and employees contribute. Fund Number 727, 401k Deferred Compensation Fund, should be used if only the employees contribute. Only those local units which had established a 401K Retirement Plan prior to the effective date established in the Tax Reform Act of 1986 may have this fund. The fund is established in accordance with:

<u>Unit/Organization</u>	<u>MCL Reference</u>
Charter County	45.514(1)(e)
City - by Charter or Ordinance	117.4i and 117.4j
City Library--Over 250,000 Population	38.701
Combined Retirement Systems	38.691
County	46.12a
County Hospital	331.154a
Townships - Refers to County	
Section 46.12a	41.110b
Villages	Const 1963, art 9, § 24

Each retirement system must be accounted for in a separate Retirement System Fund.

The money in this fund is obtained from employer contributions, employee contributions and investment earnings.

Administration of the investments may be done by the local unit or by contract with an insurance company or bank trust department.

**734 to 735--OPEN**



## **FUND DESCRIPTIONS - TRUST FUND TYPE PENSION AND OTHER EMPLOYEE BENEFITS**

### **736--PUBLIC EMPLOYEE HEALTHCARE FUND**

The Public Employee Healthcare Fund may be found in any unit of government and is for the accumulation and investment of funds to provide for the funding of healthcare benefits to retired employees of the local unit and their beneficiaries. The fund is authorized by 1999 PA 149, MCL 38.1211 to MCL 38.1216.

MCL 38.1213 states in part:

The legislative body of a public corporation may adopt a resolution establishing a public employee health care fund for the purpose of accumulating funds to provide for the funding of health care benefits to retirants and beneficiaries of the retirants of the public corporation. . . . The resolution shall include all of the following:

- (a) The designation of a person or persons who shall act as the fund's investment fiduciary.
- (b) A restriction of withdrawals from the fund solely for the payment of health care benefits on behalf of qualified persons and the payment of the expenses of administration of the fund.
- (c) The designation of who is a qualified person for purposes of payment of health care benefits from the fund.
- (d) A determination of whether the fund will be established on an actuarial basis.

MCL 38.1214 states in part:

An investment fiduciary shall invest the assets of the fund in accordance with an investment policy adopted by the governing body of a public corporation and that complies with section 13 of the public employee retirement system investment act, 1965 PA 314, MCL 38.1133. . . . The public corporation may invest the fund's assets in the investment instruments and subject to the investment limitations governing the investment of assets of public employee retirement systems under the public employee retirement systems investment act, 1965 PA 314, MCL 38.1132 to 38.1140.

MCL 38.1215 states:

The legislative body of a public corporation may, by resolution, allow a trust to invest the assets of the trust in accordance with the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140. The resolution requires:

- (a) A statement of the authority under which the trust is established.
- (b) Approval to invest the assets of the trust in accordance with the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140.

## **FUND DESCRIPTIONS - TRUST FUND TYPE PENSION AND OTHER EMPLOYEE BENEFITS**

The Act requires as stated in MCL 38.1216:

The investment fiduciary shall have an actuarial review of the fund or trust prepared at least every 5 years with assets valued on a market related basis. The investment fiduciary shall prepare and issue a summary annual report to the legislative body of the public corporation that established the fund or trust.

Fund Number 737, Other PostEmployment Benefits (OPEB) Fund, should be used for other postemployment benefits under [GASB](#) Statements 74 and 45

### **737--OTHER POSTEMPLOYMENT BENEFITS (OPEB) FUND**

The Other Postemployment Benefits Fund may be found in any unit of government that has chosen to establish a single employer plan (or a multiple employer plan if the governmental unit performs the accounting and fiduciary duties of the fund) to fund its liability for retirement benefits under [GASB](#) Statement 45.

The Public Employee Healthcare Fund Number 736 should be used if the local unit of government has elected to establish a retiree healthcare plan in accordance with 1999 PA 149, MCL 38.1211 to MCL 38.1216. The Michigan Department of Treasury recommends that government units establish a separate fund for each individual OPEB plan it has in effect.

The Michigan Department of Treasury requires the authorized fiduciary or trust as the case may be, to invest the assets of the fund in accordance with an investment policy adopted by the governing body and in compliance with the Public Employee Retirement System Investment Act, 1965 PA 314, MCL 38.1132 to MCL 38.1140m.

### **738 to 750--OPEN**

## **FUND DESCRIPTIONS - TRUST FUND TYPE INVESTMENT TRUST FUNDS**

Investment trust funds should be used to report the external portion of investment pools reported by the sponsoring government, as required by GASB Statement 31, Paragraph 18 (GASB Statement 34, Paragraph 71).

### **751--LOCAL UNIT INVESTMENT POOL TRUST FUND**

A Local Unit Investment Pool Trust Fund may only be found in counties. A county may contract with the local units within that county to accept money from those local units for management, investment, and reinvestment by the county treasurer. The treasurer of the participating county may pool that money with money deposited by other local units under this act in a local government investment pool for purposes of management, investment, and reinvestment.

The cash and investments of the Local Unit Investment Pool Trust Fund are subject to the requirements of 1943 PA 20, MCL 129.91.

### **752 to 755--OPEN**

## **FUND DESCRIPTIONS--TRUST FUND TYPE PRIVATE PURPOSE TRUSTS**

Private Purpose Trust Funds, such as a fund used to report escheat property, should be used to report all other trust arrangements under which principal and income benefit individuals, private organizations, or other governments (GASB Statement 34, Paragraph 72).

### **756 to 799--OPEN FOR PRIVATE PURPOSE TRUST FUNDS**

Private-purpose trust funds should be used to report all other trust arrangements under which principal and income benefit individuals, private organizations, or other governments.

## **FUND DESCRIPTIONS--GOVERNMENTAL FULL ACCRUAL**

Governmental Full Accrual Funds are provided for the purpose of facilitating record keeping relating to the difference between governmental fund modified accrual and government-wide accrual reporting. Their use is not mandatory but is recommended for the purpose stated. Other means of accumulating the required information, such as spreadsheets that become a permanent part of the accounting records, are acceptable.

### **901--GOVERNMENTAL FULL ACCRUAL**

These funds are provided for the purpose of facilitating record keeping relating to the difference between governmental fund modified accrual and government-wide accrual reporting. These funds are used only for financial reporting purposes.

# GENERAL GOVERNMENT FUNCTION - ACTIVITY NUMBER DESCRIPTIONS

## Introduction

The purpose of aggregating costs by Activity Number is to better understand the cost of providing the various functions of government. The intent is to assign costs to the function or Activity Number that benefits from those costs - not to the individuals who control them. For instance, consider the cost of healthcare for police officers. The benefit package may have been chosen by the governing body, but since this represents part of the costs of providing police services, these costs should be assigned to the police activity or function (not to the governing body that made the decision to incur those costs).

In general, all costs should be assigned to the functions or Activity Numbers that benefit from the costs. However, in order to be cost-beneficial, it is acceptable to allocate small dollar costs to a general government function. An example would be a telephone bill that is not separated by an individual department might be assigned to the building and grounds activity.

## 100--GENERAL GOVERNMENT FUNCTION (Control for Activity Numbers 101 through 128 and 171 through 279)

The general government function is comprised of Activity Numbers 101 through 128 and 171 through 279. This group of Activity Numbers is charged with expenditures made by the legislative body, chief executive officer, and other administrative staff charged with general administration of the local unit of government. Possible organization units may include legislative, chief executive, financial and tax, and other government.

### Legislative - 101 through 128

The legislative organization unit is comprised of Activity Numbers 101 through 128. These Activity Numbers are charged with expenditures of a governing body in the performance of its primary duties and subsidiary activities. **Miscellaneous expenditures that the legislative body may authorize but that do not apply directly to the legislative body should not be charged to a legislative activity number (e.g., the cost of an indirect cost allocation plan).**

### 101 - Governing Body (County Board of Commissioners, City Council, Township Board, Village Council)

This Activity Number is found in the General Fund of all local units of government. Direct expenditures incurred by or directly applicable to members themselves or by a committee of the governing body, or administrative support for such members, are included within this Activity Number, including salaries, travel costs, fringe benefits, memberships and subscriptions, etc.

### 102 - Legislative Committee

This Activity Number is found in the General Fund. It reflects expenditures incurred by committees of the governing body.

## **GENERAL GOVERNMENT FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **103 through 128 - Open Legislative Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for various legislative activities. This would include expenditures of a Charter Commission or Charter Committee.

### **129 through 170 - No Longer Used**

Prior versions of the Chart of accounts (2002 and prior) used Activity Numbers 129 through 170 as an option to report judicial activities. In an attempt to bring uniformity in the reporting of the cost of activities, this Chart of Accounts has removed that option.

### **Chief Executive - 171 through 190**

The chief executive organization unit is comprised of Activity Numbers 171 through 190. This group of Activity Numbers provides accounts for recording all executive related expenditures within the unit of government.

### **171 - Chief Executive (Mayor, President, Supervisor)**

This Activity Number is found in the General Fund of cities, villages, and townships. It reflects such expenditures as salaries, travel, office supplies, equipment, etc., incurred by the chief executive in performing this activity including administrative support. Municipalities with a strong-mayor form of government would charge the expenditures of the mayor's office to this Activity Number.

### **172 - Administrator, Manager, Superintendent, Controller**

This Activity Number is found in the General Fund and is mandatory for units having such an officer.

### **173 through 190 - Open Executive Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for executive activities other than those set forth under Activity Numbers 171 and 172.

### **Financial and Tax Administration - 191 through 260**

The financial and tax administration organization unit is comprised of Activity Numbers 191 through 260. This group of Activity Numbers provides accounts for recording all financial and tax administrative related expenditures within the unit of government.

### **191 - Accounting Department**

This Activity Number is found in the General Fund of local units of government. Its use is mandatory for units having such an activity. It reflects the salaries, office supplies, travel, equipment, equipment maintenance, and other expenditures necessary for operation of such department.

### **192 through 208 - Open Accounting Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for various accounting activities (debt administration, finance, income tax administration, payroll, etc.).

## **GENERAL GOVERNMENT FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **209 through 211 - Open**

#### **212 - Budget Department/Director**

This Activity Number is found in the General Fund of local units of government. Its use is mandatory for units having this department or director. It reflects salaries, travel, office supplies, equipment, etc., necessary to operate this department.

#### **213 through 214 - Open Budget Department Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for various phases of its budgeting operations.

#### **215 - Clerk**

This Activity Number is found in the General Fund of all local units of government. Its use is mandatory. It reflects expenditures such as salaries, travel, office supplies, equipment, etc., necessary for office operation. This Activity Number may also be used to separate revenue earned by the clerk's office from other General Fund revenue.

#### **216 through 218 - Open Clerk Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for various duties performed by the clerk (vital statistics, licensing, etc.).

### **219 through 222 - Open**

#### **223 - Internal Audit, External Audit, Board of Auditors**

This Activity Number may be found in the General Fund of a local unit of government. Its use is mandatory for any unit having an internal audit or board of auditors department or staff. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary for the operation of the office. The cost of external audits may be charged to this Activity Number or the Legislative Activity Number depending upon the governmental structure.

### **224 through 227 - Open**

#### **228 - Information Technology**

Any local unit with such a department may use this Activity Number. The Activity Number may be found in the General Fund or a corresponding Enterprise Fund or Internal Service Fund. Its use is mandatory in the internal Service Fund and Enterprise Fund. Its use is optional in the General Fund. It may be used to reflect both expenses and revenues in the operation of the information technology department.

### **229 through 232 - Open**

#### **233 - Purchasing**

This Activity Number is found in the General Fund of local units of government. Its use is mandatory for units having a purchasing department or officer. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary for the purchasing operation.

## **GENERAL GOVERNMENT FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **234 through 235 - Open Purchasing Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for the various purchasing activities (purchasing agent, central purchasing, etc.).

### **236 through 242 - Open**

### **243 - Property Description Department**

This Activity Number is found in the General Fund of a local unit of government. Its use is mandatory for any unit having a separate department or office for tax roll preparation, property descriptions, or other property tax services. It reflects such expenditures as salaries, travel, office supplies, tax roll supplies, equipment, etc., necessary to operate the department. This Activity Number may also reflect revenues for services rendered to other units or other departments.

### **244 - Open**

### **245 - County Survey and Remonumentation**

This Activity Number is found in the General Fund of counties. It is used to record expenditures related to duties performed in accordance with requirements of 1990 PA 345, State Survey and Remonumentation Act, MCL 54.261 to MCL 54.279. It reflects such expenditures as salaries, travel, supplies, equipment, professional consultants, etc.

### **246 - Open**

### **247 - Board of Review**

This Activity Number is found in the General Fund of a city, village, or township. Its use is mandatory. It reflects salaries, travel, supplies, and other expenditures of the statutory board of review.

### **248 through 252 - Open**

### **253 - Treasurer**

This Activity Number is found in the General Fund of all local units of government. Its use is mandatory. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary for the office operation. This Activity Number may also be used to separate revenue earned by the treasurer's office from other General Fund revenue.

### **254 through 256 - Open**

### **257 - Assessor/Equalization Department**

The Assessor Activity Number is found in the General Fund of cities and townships and in some villages. Its use is mandatory for units having such a department or officer as well as those units who contract this activity to another entity. It reflects such expenditures as salary, travel, supplies, etc., necessary to perform the required duties. The Equalization Activity Number is found in the General Fund of county government. Its use is mandatory. It reflects such expenses as salaries, travel, supplies, equalization studies, equipment, etc., necessary to perform the function of property tax equalization within the county.

## **GENERAL GOVERNMENT FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **258 through 260 - Open**

#### **Other General Government - 261 to 279**

The other general government organization unit is comprised of Activity Numbers 261 through 279. This group of Activity Numbers provides accounts for recording all other general government related expenditures within the unit of government.

#### **261 - Open**

#### **262 - Elections**

This Activity Number is found in the General Fund of all local units of government. Its use is mandatory. Units may reflect all election expenditures within this single activity. Examples of expenditures incurred are: printing of ballots, board of canvasser expenditures, postage, travel, election workers, recount expenditures, etc. Those desiring to budget separately for certain election activities may use open Activity Numbers 263 through 264.

#### **263 through 264 – Open Election Activities**

These Activity Numbers are for optional use by any unit desiring to budget or report separately for various election activities.

#### **265 - Building and Grounds**

This Activity Number is found in the General Fund of all local units of government. Its use is mandatory. It reflects such expenditures as building maintenance, grounds maintenance, janitor service, fuel, utilities, etc., for a county courthouse, city, village, or township hall, or other municipal office building.

#### **266 - Attorney/Corporation Counsel**

This Activity Number is found in the General Fund of certain counties, cities, villages, and townships. Included are the costs of the attorney or attorneys who render legal advice to the governing body or administrative agencies of the government. Activities may include drafting laws, ordinances, or administrative regulations for the local government and its constituent agencies, and serving as counsel in lawsuits to which the government is a party (Also see Activity Number 296 for county prosecuting attorney).

#### **267 through 268 - Open**

#### **269 - Civil Service/Merit System**

This Activity Number is found in the General Fund of certain large local units of government. Its use is mandatory for units adopting a civil service or merit system employment system. It reflects such expenditures as salaries, travel, supplies, consultants, equipment, etc., necessary to operate this office.

#### **270 - Human Resources (Personnel) Department**

This Activity Number is found in the General Fund of local units of government. Its use is mandatory for units having such a department or office. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary to operate this office.



## **GENERAL GOVERNMENT FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **271 through 273 - Open**

### **274 - Retirement Board/Voluntary Employee Beneficiaries Associations (VEBA)**

#### **Board/Department**

This Activity Number is found in the General Fund and Retirement Fund of local units of government. Its use is mandatory for units having their own retirement systems and VEBA. It reflects administrative expenses of a retirement system and benefits paid to retirees. The Activity Number also reflects contributions by employees and employers, interest earned on investments and other retirement system revenues.

### **275 through 278 - Open**

### **279 - Building Authority**

This Activity Number is found in the General Fund of local units of government and/or in the records maintained by a statutory building authority. Its use is mandatory for each building authority and by each unit making payments to such an authority. It reflects rental or lease payments made by a local unit to the authority. At the authority, it reflects administrative and operating expenditures, debt payments, and other applicable expenditures. It may also reflect revenue, such as rental or lease income, interest earned, etc.

## **JUDICIAL FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **280 - JUDICIAL FUNCTION (Control for Activity Numbers 281 through 299)**

The judicial function is comprised of Activity Numbers 281 through 299. This group of Activity Numbers is charged with all court related expenditures within a local unit of government. Organization units may include trial court, circuit court, district court, and friend of the court.

### **281 - Trial Court**

This Activity Number is found in the General Fund and may be found in any unit of government that acts as the local funding unit for a demonstration project (consolidated) trial court. Additional information related to the accounting for trial courts is in Numbered Letter 1998-5, on the Michigan Department of Treasury's Web site at:

[http://www.michigan.gov/treasury/0,4679,7-121-1751\\_2194---S,00.html](http://www.michigan.gov/treasury/0,4679,7-121-1751_2194---S,00.html).

### **282 - Open for Other Trial Court Activities**

This Activity Number is for optional use by any unit desiring to budget and report separately for various trial court activities such as jurors, witnesses, court appointed attorneys, guardians, court recorders/reporters, interpreters, etc.

### **283 - Circuit Court**

This Activity Number is found in the General Fund of a county. Its use is mandatory. This Activity Number reflects revenue such as court filing fees, court costs, appeal fees, etc., and incurs expenditures such as supplemental salary of the circuit judge, other court salaries, and the supplies, and equipment necessary for court operation.

### **284 through 285 - Open for Circuit Court Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for various circuit court activities such as the family division, probation, adult probation, juvenile division, reimbursement, and collection activities, etc.

### **286 - District/Municipal Court**

This Activity Number is found in the General Fund of counties, certain cities, and certain townships which are designated by statute as control units of district courts. (A few cities still have municipal courts.) Use of this Activity Number is mandatory for those units that have such a court. This Activity Number reflects revenue such as filing fees, civil fees, court costs, etc., and incurs expenditures such as salaries, supplies and equipment necessary for court operation.

### **287 through 288 - Open for District/Municipal Court Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for various court activities, such as Administration, Traffic Bureau, Civil Division, Criminal Division, etc.

### **289 - Friend of the Court**

This Activity Number is found in the General Fund or Friend of the Court Fund or both funds of a county. Its use is mandatory. This Activity Number reflects revenue such as support fees, and incurs expenditures such as salaries, supplies, and equipment necessary to its operation.

## **JUDICIAL FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **290 - Friend of the Court-Cooperative Reimbursement Program**

This Activity Number is found in either the General Fund or the Friend of the Court fund or both funds of a county. It is used to record the expenditures related to the Friend of the Court Cooperative Reimbursement Program.

### **291 - Open for Other Friend of the Court Activities**

This Activity Number is for optional use by counties desiring to budget and report separately for various phases of this operation.

### **292 - Law Library**

This Activity Number is found both in the General Fund and Law Library Fund of a county. Its use is mandatory. It may be used in the Law Library Fund to record penal fine revenues and is charged with the purchase of law books and other publications for the law library. (The circuit judge approves purchases.)

### **293 - Open for Law Library Activity**

This Activity Number is for optional use by any county desiring to budget and report separately for various phases of this operation. For instance, it may be desirable to budget separately for law book purchases and administration expenditures (Librarian's salary).

### **294 - Probate Court**

This Activity Number is found in the General Fund of a county. Its use is mandatory. This Activity Number earns statutory revenue for estate cases, adoptions, and other probate matters. It is charged with expenditures for the operation of the probate court, such as salaries, travel, office supplies, equipment, equipment maintenance, etc.

### **295 - Probation**

This Activity Number is normally found in the General Fund of a county or a city. Its use is mandatory for units having a probation officer (Department). This Activity Number reflects revenue such as oversight fees, court costs, etc., and is charged with expenditures for the operation of the probation office or department.

### **296 - Prosecuting Attorney**

This Activity Number is found in the General Fund of county government. Its use is mandatory based on the revised statutes of 1846 MCL 49.153 to MCL 49.160. It reflects such expenditures as salaries, travel, supplies, consultants, equipment, etc., necessary for this officer to perform his/her statutory duties as prosecuting attorney for the county.

### **297 - Grand Jury**

This Activity Number may be found in the General Fund of any unit responsible for the expenditures incurred by a grand jury. Expenditures include legal fees, consultant fees, travel, supplies, etc.

## **JUDICIAL FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **298 - Family Counseling Services**

This Activity Number is found in the General Fund of counties. This Activity Number is established to comply with 1964 PA 155, the Circuit Court Family Counseling Services Act, MCL 551.331 to MCL 551.344. It is charged with expenditures for the operations of the family counseling service.

### **299 - Open for Judicial Activities**

This Activity Number is found in the General Fund of counties. This Activity Number is used to record specific activities as directed by the Courts.

## **PUBLIC SAFETY FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **300 - PUBLIC SAFETY FUNCTION (Control for Activity Numbers 301 through 439)**

The public safety function is comprised of Activity Numbers 301 through 439. Public safety is a major function of government and has as its objective the protection of persons and property. Major organization units may include law enforcement, fire protection, protective inspection, and correction.

### **301 - Police/Sheriff/Constable**

This Activity Number is found in the General Fund or Police Fund Number 207 of local units of government that have such an activity. It includes accounts for recording expenditures incurred by the police/sheriff department in the administration of various law enforcement activities. Units may budget separately for police activities such as administration, crime control and investigation, traffic and safety programs, training and communication if they desire. Activity Number 301 reflects expenditures such as salaries, travel, office expenses, officers' uniforms, officers' weapons, fingerprinting supplies and other supplies, and maintenance necessary to provide police services. It may also be used to reflect revenue generated by the police or sheriff department. Activity Numbers 302 through 325 are optional, and may be used if more detail is needed.

### **302 through 304 - Open**

### **305 - Administration**

This Activity Number is found in the General Fund or Police Fund Number 207 of local units of government. Its use is optional. It reflects such expenditures as salaries of the department head and administrative staff, office supplies, travel, equipment, and other expenditures of an administrative nature.

### **306 through 309 - Open**

### **310 - Crime Control and Investigation**

This Activity Number is found in the General Fund or Police Fund Number 207 of local units of government. Its use is optional. It reflects such expenditures as salaries of detectives, and other investigation personnel, travel expense of these personnel, fingerprint supplies, fingerprint equipment, and other supplies, and equipment essential to crime control and investigation.

### **311 through 314 - Open**

### **315 - Traffic and Safety Program**

This Activity Number is found in the General Fund or Police Fund Number 207 of local units of government. Its use is optional. It reflects salaries and wages of road patrol personnel, safety program supplies and materials, and other supplies and materials essential to the traffic and safety program.

### **316 through 319 - Open for Other Traffic Control Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for the various traffic control activities.

## **PUBLIC SAFETY FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **320 - Training**

This Activity Number is found in the General Fund or Police Fund Number 207 of local units of government. Its use is optional. It reflects such expenditures as the salary of the training officer, police academy expenditures, attendance at training seminars, and other supplies, and expenditures essential to the training program for police officers.

### **321 through 324 - Open**

### **325 - Communications/Dispatch**

This Activity Number is found in the General Fund or Police Fund Number 207 of local units of government. Its use is optional. It reflects such expenditures as salaries of dispatch or communications operators, dispatch or communications maintenance, dispatch or communication equipment, and other supplies or equipment necessary for proper communication or dispatch operations.

### **326 through 329 - Open**

### **330 - Liquor Law Enforcement**

This Activity Number may be found in the General Fund or in the Liquor Law Enforcement Fund Number 212 of local units of government. This Activity Number is Mandatory for any unit enforcing state liquor laws. This Activity Number reflects all expenditures incidental to enforcement of the state liquor laws within a unit.

### **331 - Marine Law Enforcement**

This Activity Number is found in the General Fund of county government. Its use is mandatory for any unit participating in this program. It reflects all expenditures such as salaries, travel, supplies, equipment, etc., incidental to the marine safety program. The State of Michigan reimburses some of the expenditures charged to this activity; such reimbursement should be recorded as well.

### **332 - Snowmobile Law Enforcement**

This Activity Number is found in the General Fund of county government. Its use is mandatory for any unit participating in this program. It reflects all expenditures such as salaries, travel, supplies, equipment, etc., incidental to enforcement of the snowmobile law. Some of the expenditures charged to this Activity Number are reimbursed by the State of Michigan; such reimbursement should be recorded as well.

### **333 through 335 - Open**

## **PUBLIC SAFETY FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **336 - Fire Department**

This Activity Number is found in the General Fund or Fire Fund Number 206 of local units of government that have such an activity. Units with a fire department may budget separately for activities such as administration, firefighting, fire prevention, training, and communication, if they desire. Activity Number 336 reflects such expenditures such as salaries and wages, fire-fighting supplies, firefighting equipment, office supplies, vehicle and equipment maintenance, and other supplies, and equipment necessary for fire protection. It may also be used to reflect revenue generated by the fire department.

*Activity Numbers 337 through 344 are optional, and may be used if more fire department detail is needed.*

### **337 - Administration-Fire Department**

This Activity Number is found in the General Fund or Fire Fund Number 206 of local units of government. Its use is optional. It reflects such expenditures as salaries of the department head and administrative staff, office supplies, travel, equipment, and other expenditures of an administrative nature.

### **338 – Open for Fire Department Activities**

This Activity Number is for optional use by any unit desiring to budget and report separately for the various other fire department activities.

### **339 - Fire Fighting**

This Activity Number is found in the General Fund or Fire Fund Number 206 of local units of government. Its use is optional. It reflects expenditures such as salaries, travel, office expenses, uniforms, fire fighting supplies, and other supplies, and maintenance necessary to provide fire department services.

### **340 – Open for Fire Department Activities**

This Activity Number is for optional use by any unit desiring to budget and report separately for the various fire department activities.

### **341 - Fire Prevention**

This Activity Number is found in the General Fund or Fire Fund Number 206 of local units of government. Its use is optional. It reflects all expenditures such as fire prevention programs supplies and materials, and all other supplies, and materials essential to the fire prevention program.

### **342 - Training-Fire Department**

This Activity Number is found in the General Fund or Fire Fund Number 206 of local units of government. Its use is optional. It reflects such expenditures as attendance at training seminars, other supplies, and expenditures essential to the training program for fire fighters.

## **PUBLIC SAFETY FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **343 - Communications-Fire Department**

This Activity Number is found in the General Fund or Fire Fund Number 206 of local units of government. Its use is optional. It reflects such expenditures as salaries of communication operators, communication maintenance, communication equipment, and other supplies or equipment necessary for proper communication operations of the fire department.

### **344 – Open for Other Fire Department Activities**

This Activity Number is for optional use by any unit desiring to budget and report separately for the various other fire department activities.

### **345 - Public Safety Department (Police and Fire)**

This Activity Number is found in the General Fund or Public Safety Fund Number 205. This Number is used when a local unit has combined its police and fire protection into a public safety department. It reflects all expenditures relative to public safety such as salaries, equipment, training, etc.

### **346 through 350 - Open**

### **351 - Corrections/Jail**

This Activity Number is found in the General Fund of local units of government having such a facility. Units may budget and report separately for various activities within its correction department if they desire. Activity Number 351 reflects such expenditures such as salaries of corrections department or jail personnel, prisoners clothing, jail supplies, jail maintenance, board of prisoners, and other supplies, or equipment necessary for the corrections department or jail operation. Activity Numbers 352 through 370 are optional, and may be used if more corrections detail is needed.

### **352 through 355 – Open for Other Corrections/Jail Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for the various other corrections/jail activities.

### **356 - Juvenile Correctional Institution**

This Activity Number is found in the General Fund of local units of government. Its use is optional. It reflects such expenditures as salaries, travel, supplies, and equipment essential to the operation of a juvenile correctional institution.

### **357 through 360 - Open for Other Juvenile Correctional Institution Activities**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for the various other juvenile correctional institution activities.

### **361 - Parole**

This Activity Number is found in the General Fund or the Child Care Fund Number 292 of local units of government. Its use is optional. It reflects such expenditures as salaries of parole officers and other parole department personnel, travel expenditures, supplies, and equipment necessary for the operation of such an office or department.



## **PUBLIC SAFETY FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **362 - Other Corrections Activities--Training**

See Numbered Letter 2004-1 on the Michigan Department of Treasury Web site.

### **363 through 370 - Open for Other Corrections Activities**

These Activity Numbers may be used to account for expenditures related to the costs of other correctional activities such as individual or group leisure time or physical education for inmates.

### **371 - Building Inspection Department**

This Activity Number is used to account for expenditures related to the cost of operating the enforcing agency under the provisions of the State Construction Code Act. An Activity Number in the General Fund requires note disclosure that demonstrates that the activity is not self-sustaining.

### **372 through 399 - Open (For Specific Types of Inspections)**

These Activity Numbers are for optional use by any unit desiring to budget and report separately for such various protective inspections as boiler, electrical, gas, heating, plumbing, etc.

### **400 through 425 - Open**

### **426 - Emergency Management/Homeland Security**

This Activity Number is found in the General Fund of local units of government. Its use is mandatory for a unit engaging in an emergency management program. It reflects such expenditures as salaries of emergency management personnel, travel, emergency management supplies and equipment, and other expenditures essential to the emergency management program of a local unit. The Emergency Management and Homeland Security Division of the Michigan State Police is responsible for providing leadership in the management and coordination of state and local response to both natural and human-caused emergencies and disasters statewide.

### **427 - Water Safety Council**

This Activity Number is found in the General Fund of local units of government. Its use is mandatory for units having their own water safety council or which make appropriations to another water safety council. It reflects appropriations to the water safety council or such expenditures as salaries, travel expenditures, supplies, and equipment necessary for the operation of a local unit water safety council.

### **428 to 429 - Open**

### **430 - Animal Shelter/Dog Warden**

This Activity Number is found in the General Fund of counties and large cities. Its use is mandatory for any unit having an animal shelter or dog warden or for those units who contract this service with another unit. It reflects such expenditures as salaries, travel expenditures, office supplies, dog tags and supplies, dog food, animal shelter maintenance and other supplies, equipment and expenditures necessary for the operation of the animal shelter. It may also be used to reflect revenues generated through this operation.

### **431 through 439 - Open**

## **PUBLIC WORKS FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **440 - PUBLIC WORKS FUNCTION (Control for Activity Numbers 441 through 599)**

The public works function is comprised of Activity Numbers 441 through 599. This group of activities provides accounts for recording expenditures incurred for various public works of a local unit. These include the public works department, drain expense, roads and streets, street lighting, etc.

### **441 - Department of Public Works (DPW)**

This Activity Number is found in the General Fund or in a separate DPW construction project Fund Number 465, e.g., within the capital projects fund category, DPW Revolving Fund Number 640 or 641 within the Internal Service Fund Category or Operation and Maintenance Fund Number 565 within the Enterprise Fund Category. Its use is mandatory for any unit having a department of public works. Within the General Fund, it reflects such expenditures as salaries, office supplies, travel, maintenance, and equipment of an administrative nature. Within other funds, it reflects all costs chargeable to a specific DPW project, or which costs may or may not be recoverable from another unit or government. It may also be used to reflect revenues generated by the DPW.

### **442 - Drain Commissioner/Water Resource Commissioner**

This Activity Number is found in the General Fund of counties. Its use is mandatory by any county having an elected drain commissioner/water resource commissioner. It reflects such expenditures as salaries, travel, supplies, equipment, and other administrative expenditures necessary to operate this office.

### **443 - Open**

### **444 - Sidewalks**

This Activity Number is found in the General Fund of cities, villages, and townships. Its use is optional. It reflects such expenditures as salaries and wages, materials, supplies, and other expenditures applicable to the sidewalks' activity.

### **445 - Drains-Public Benefit**

This Activity Number is found in the General Fund of local units of government. Its use is mandatory for any unit having public drain expense. It reflects drain-at-large expenditures paid to the county from the unit's General Fund and any other public drain expenditure chargeable against all taxpayers of a local unit.

### **446 - Roads, Streets, Bridges (Not Act 51)**

This Activity Number is found in the General Fund or the Municipal Street Fund Number 204 of local units of government. Its use is mandatory for any unit responsible for maintenance or construction of roads, streets or bridges within the local unit. It reflects all expenditures pertaining to the construction or maintenance of roads, streets or bridges not included under 1951 PA 51.

## **PUBLIC WORKS FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **447 - Engineers/Engineering**

This Activity Number may be found in the General Fund, Municipal Street Fund, DPW Fund, or other similar funds of local units of government. Its use is mandatory for any unit employing an engineer or having an engineering department. It reflects such expenditures as salaries of the engineer and assistants, travel expenditures, engineer supplies, engineer equipment, and other supplies, or equipment essential to operation of the engineering office or department.

### **448 - Street Lighting**

This Activity Number is found in the General Fund of cities, villages, or townships. Its use is mandatory by any unit providing street lighting service for all its residents. It reflects payments to utility companies or any other expenditure applicable to street lighting.

### **449 - Road Commission/Street Department (Act 51)**

This Activity Number is found in the General Fund and/or the County Road Fund Number 201 of county government and/or the Major Street Fund Number 202 or Local Street Fund Number 203 of cities and villages. Its use is mandatory. Within the County Road Fund, it reflects all expenditures pertaining to the construction and maintenance of the county's primary and local road systems. Within the Major and Local Street Funds, it reflects all expenditures pertaining to the construction and maintenance of the city or village's major and local street systems.

### **450 through 520 - Detailed Road and Street Activities**

See the Uniform Accounting Procedures Manual for County Road Commissions for additional information for the accounting for road activities on the Michigan Department of Treasury's Web site at [http://www.michigan.gov/treasury/0,4679,7-121-1751\\_2194---,00.html](http://www.michigan.gov/treasury/0,4679,7-121-1751_2194---,00.html), under Local Government Services/Accounting Information.

### **521 - Sanitation Department**

This Activity Number is found in the General Fund or in a separate Rubbish Collection Fund Number 226 or 596 of local units of government. Its use is mandatory by any unit having such a department. It reflects such expenses as salaries, travel, office supplies, equipment, and other expenses applicable to the operation of a sanitation department. It may also be used to reflect revenues generated by the sanitation department.

### **522 - Street Cleaning**

This Activity Number is found in the General Fund, Major Street Fund Number 202, Local Street Fund Number 203, or Municipal Street Fund Number 204 of cities and villages. Its use is optional. It reflects such expenditures as salaries and wages, materials, supplies, and other expenditures applicable to the street cleaning activity.

### **523 through 525 - Open**

### **526 - Sanitary Landfill**

This Activity Number is found in the General Fund or in a Sanitary Landfill Fund Number 227 or 517 of any local unit of government. Its use is mandatory by any local unit operating a sanitary landfill. It reflects such expenses as salaries and wages, supplies, materials, bulldozing, equipment, and all other expenses applicable to the operation of a sanitary landfill.

## **PUBLIC WORKS FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **527 - Sewage Disposal**

This Activity Number is found in the General Fund or a Sewer Fund Number 590 of a local unit of government. Its use is mandatory for units having a sewage disposal system. It reflects such expenses as salaries and wages, supplies, materials, maintenance costs, equipment and all other expenses applicable to the operation of a sewage disposal system.

### **528 - Rubbish Collection/Disposal**

This Activity Number is found in the General Fund or in a separate Rubbish Collection Fund Number 226 or 596 of a local unit of government. Its use is mandatory for any unit rendering this service. It reflects such expenses as salaries and wages, supplies, materials, maintenance costs, equipment, and all other expenses necessary to render this service.

### **529 through 535 - Open**

### **536 - Water and/or Sewer Systems**

This Activity Number is usually found in Fund Numbers 590, 591, or 592 in the enterprise Fund Category of any unit that is administering and/or operating water and/or sewer systems and/or projects. This Activity Number is used to account for all revenue and expenses involved in this operation. If the unit has more than one system or project that they wish to account for separately, they may assign Activity Numbers 537 through 566 unless already designated.

### **537 through 566 – Open for Detailed Water and/or Sewer Systems**

This Activity Number is for optional use by any unit desiring to budget and report separately for the various detailed water and/or sewer system activities.

### **567 - Cemetery**

This Activity Number is found in the General Fund or Cemetery Fund Number 209 of townships, cities, or villages. Its use is mandatory for any local unit that owns a cemetery. It reflects such expenditures as salaries, supplies, and materials necessary to operate and maintain a cemetery. It may also be used to separate money received for cemetery care and operation from other General Fund revenue of the unit.

### **568 - Soil Conservation**

This Activity Number is normally found in the General Fund of a local unit. Its use is mandatory by any unit participating in a soil conservation program. Where the unit does not have its own soil conservation program, this Activity Number may reflect the unit's appropriation to a soil conservation district. Where the unit has its own program, it reflects such expenditures as salaries and wages, travel, supplies used in the program, equipment, equipment maintenance, and other expenditures necessary to perform this activity.

### **569 - Watershed Council**

This Activity Number is found in the General Fund of a local unit. Its use is mandatory by any unit supporting a watershed project. It normally reflects the General Fund appropriation to the watershed council.

## **PUBLIC WORKS FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **570 – Lake Improvements**

This Activity Number is found in the General Fund of a local unit. It is for use by units to record lake improvements that are fully funded by the General Fund. If funding comes from special assessments, use Fund Number 220, Lake Improvement Fund.

### **571 through 594 - Open**

### **595 - Airport**

This Activity Number is found in the General Fund or in the Airport Fund Number 295 or 581 of any local unit of government. It is for use by units to record all airport expenditures within this single activity. When used by a local unit, it will reflect all expenditures of an airport operation including administration, facilities, and equipment operation and maintenance, etc. This Activity Number may also be used to separate revenue earned by the airport from other General Fund revenues.

### **596 - Transportation**

This Activity Number is found in the General Fund or in the Transportation System Fund Number 288 or 588 of any local unit of government. It is for use by units to record all transportation (e.g., bus system) expenditures within this single activity. When used by a unit, it will reflect all expenditures of a transportation program including administration, facilities, and equipment operation, and maintenance, etc. This Activity Number may also be used to separate revenue earned by the transportation system from other General Fund revenues.

### **597 - Marina**

This Number is found in the Marina Fund Number 594 of local units of government, usually cities. When used by a local unit, it will reflect all expenses of a marina including administration, facilities, equipment operation, and maintenance, etc.

### **598 through 599 - Open**

## HEALTH AND WELFARE FUNCTION - ACTIVITY NUMBER DESCRIPTIONS

### **600 – HEALTH AND WELFARE FUNCTION**

#### **(Control for Activity Numbers 601 through 699)**

The health and welfare function is comprised of Activity Numbers 601 through 699. This group of Activity Numbers provides accounts for recording expenditures incurred for various public health and mental health programs within a local unit, as well as programs providing assistance for economically disadvantaged persons and businesses within the area.

#### **601 - Health Department**

This Activity Number is found in the General Fund or in the Health Department Fund Number 221 of local units of government. Its use is mandatory for all units. It reflects such expenditures as salaries and wages of health department personnel, supplies, clinic expenditures, lab expenditures, and other expenditures applicable to a health department. This Activity Number may also be used to separate revenue earned by the health department from other revenues of the unit. See the Accounting Procedures Manual for County/District Health Departments for additional information for the accounting for health activities on the Michigan Department of Treasury's Web site at [http://www.michigan.gov/treasury/0,4679,7-121-1751\\_2194---,00.html](http://www.michigan.gov/treasury/0,4679,7-121-1751_2194---,00.html), under Local Government Services/Accounting Information.

#### **602 through 604 - Open**

#### **605 - Contagious Diseases**

This Activity Number is normally found in the General Fund of a county. Its use is mandatory. It reflects all expenditures chargeable to public funds for the treatment of contagious diseases, such as tuberculosis, venereal diseases, etc.

#### **606 through 609 - Open**

#### **610 - Health Board**

This Activity Number is found in the General Fund or in the Health Department Fund Number 221 of local units of government. Its use is optional. Units may include such expenditures under health department, using Activity Number 601, if they desire. This Activity Number reflects all expenditures incurred by the health board in administering the health department or health program of a local unit.

#### **611 - Health Clinics**

This Activity Number is found in the General Fund or in the Health Department Fund Number 221 of local units of government. Its use is optional. Units may include such expenditure under health departments, using Activity Number 601, if desired. This Activity Number reflects county appropriations to such clinics, contractual payments to such clinics, or all expenditures incurred by a clinic operated by a county.

#### **612 through 619 - Open**

## **HEALTH AND WELFARE FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **620 - Mosquito Control**

This Activity Number is found in the General Fund of a local unit of government unless there is a special tax levy for mosquito control, in which case special revenue Mosquito Control Fund Number 240 is required. This Activity Number is used to record revenue and expenditures related to the mosquito control program.

### **621 - Pollution Control**

This Activity Number is found in the General Fund or the Health Department Fund Number 221 of local units of government. Its use is mandatory by units having pollution control expenditures. It reflects all the expenditures applicable to air or water pollution control.

### **622 through 630 - Open**

### **631 - Substance Abuse**

This Activity Number is normally found in the General Fund, Health Department Fund Number 221 or Community Mental Health Fund Number 222 of county government. Its use is mandatory by units administering substance abuse programs receiving grants for this purpose. It reflects such expenditures as salaries and wages, supplies, materials, clinic expenditures, etc.

### **632 through 634 - Open**

### **635 - Hospital Operation**

This Activity Number is normally found in the General Fund or separate Hospital Fund Number 511 of a county or a large city. Its use is mandatory by any such unit owning and operating a hospital. The Hospital Fund will reflect all hospital expenses such as salaries and wages, patient's services, lab and x-ray expenses, culinary department expenses, administrative expenses, and all other operating expenses of a general hospital.

### **636 through 647 - Open**

### **648 - Medical Examiner**

This Activity Number is found in the General Fund of county government. Its use is mandatory. It reflects such expenditures as salaries or fees of the medical examiner, MCL 52.201, and his/her staff, travel expenditures, supplies, materials, autopsy charges, and all other expenditures incurred by the officer in the performance of this activity.

### **649 - Mental Health**

This Activity Number is found in the General Fund or in the Community Mental Health Fund Number 222 of county government. Its use is mandatory for any county having a mental health program. In the Community Mental Health Fund, it reflects all expenditures of the mental health program, MCL 330.1204, such as salaries and wages, supplies, materials, clinic expenditures, and all expenditures of the various sub-programs administered through this fund.

## **HEALTH AND WELFARE FUNCTION - ACTIVITY NUMBER DESCRIPTIONS**

### **650 - State Institutions**

This Activity Number may be found in the Child Care Fund Number 292 of counties and may be used in any other fund in which payments are made for care provided by state institutions. It reflects payments by the county to the State of Michigan for care of county residents at various state institutions. Payments are made on the basis of monthly billings to the counties.

### **651 - Ambulance**

This Activity Number is found in either the General Fund or in the Special Revenue Ambulance Fund Number 210 if there is a special voted tax for ambulance operations. Enterprise Fund Number 505 is used if the ambulance operation is intended to be self-sustaining with user charges. It reflects such expenses as salaries, travel, training supplies, etc., that are necessary for operating the ambulance service. It may also be used in reporting revenues raised by the ambulance service.

### **652 through 661 - Open**

### **662 - Child Care-Family Division of Circuit Court**

This Activity Number is found in the General Fund or the Child Care Fund Number 292 of a county. Its use is mandatory. Under 1996 court reform legislation being 1961 PA 236, MCL 600.1009, the probate court juvenile division was replaced by the Family Division of Circuit Court. In the General Fund, it reflects the appropriation to the Child Care Fund and other child care expenditures of the county not properly chargeable to the Child Care Fund. In the Child Care Fund, it reflects expenditures involving boarding and care of court wards, operating expenditures of a juvenile home, payments to the State for the care of juveniles at state institutions, and other expenditures properly payable from the Child Care Fund. This Activity Number may also be used to separate revenues belonging to the Child Care Fund from other revenue of the county.

### **663 - Child Care-Department of Human Services (DHS)**

This Activity Number is found in the General Fund or the Child Care Fund (292) of a county. Its use is mandatory in those counties that have child care activity administered by the County DHS. In the General Fund, it reflects the county appropriation to the Child Care Fund-DHS sub-account and certain other child care expenditures of the county, not payable from the Child Care Fund. In the Child Care Fund, it reflects expenditures for the boarding and care of juveniles that are under the jurisdiction of the County DHS, rather than the Family Division of Circuit Court. This Activity Number may also be used to separate revenues belonging in the Child Care Fund-DHS sub-account from revenues of the county. Please note that rather than accounting for child care DHS revenue and expenditures with this Activity Number 663 in Fund 292, an open Special Revenue Fund Number, such as 296, may be used to account for child care DHS revenue and expenditures.

### **664 through 669 - Open**

### **670 - Department of Human Services (DHS)/Social Services Board**

This Activity Number is found in the General Fund or in the Social Welfare Fund Number 290 of a county. Its use is mandatory. In the General Fund, it represents the county appropriation to the Social Welfare Fund. In the Social Welfare Fund, it reflects county expenditures paid on behalf of the county's poor and indigent, through various assistance programs. This Activity Number may also be used to separate revenues of the Social Welfare Fund from other county revenues.



## HEALTH AND WELFARE FUNCTION - ACTIVITY NUMBER DESCRIPTIONS

### **671 - Medical Care Facility**

This Activity Number is found in the General Fund or in the Medical Care Facility Fund Number 291 of a county. Its use is mandatory, MCL 400.58, in any county having a medical care facility. In the General Fund, it reflects the county's appropriation to the Medical Care Facility Fund.

### **672 - Agency on Aging**

This Activity Number will appear in the General Fund. It will be used to record revenues and expenditures for operating any senior citizen programs, MCL 400.571 to MCL 400.576.

### **673 through 680 - Open**

### **681 - Veterans Burials**

This Activity Number is found in the General Fund of a county. Its use is mandatory, MCL 35.801 to MCL 35.804. It reflects the statutory portion payable from the county's General Fund toward the burial of a veteran who was a resident of the county.

### **682 - Veterans Counselor**

This Activity Number is found in the General Fund of a county. Its use is mandatory in any county having a veterans' counselor. It reflects such expenditures as salaries and wages, travel expenditures, office supplies, materials, equipment, and other expenditures incurred by the officer in the performance of his/her duties.

### **683 - Veterans Trust Board**

This Activity Number is found in the General Fund of a county. It is charged with such expenditures as salaries and wages, travel expenditures, supplies, materials and equipment necessary for the board to perform its duties.

### **684 through 688 - Open**

### **689 - Veterans Relief**

This Activity Number is found in the General Fund or in the Veterans Relief Fund Number 293 of a county. Its use is mandatory in accordance with 1899 PA 214, MCL 35.21 to MCL 35.27. In the Veterans Relief Fund, it is used to record money spent for such relief under the statutory provisions of MCL 35.21.

### **690 - Redevelopment and Housing**

This Activity Number is normally found in the General Fund or in a separate Federal Project Fund of local units of government. It may be used by units engaged in redevelopment and housing projects which desire to include all costs of such project under a single activity.

### **691 - Open**

## HEALTH AND WELFARE FUNCTION - ACTIVITY NUMBER DESCRIPTIONS

### **692 - Public Housing**

This Activity Number is found in the General Fund or in a separate Federal Project Fund of local units of government. Units engaged in public housing projects use this Activity Number for such expenditures as salaries and wages, supplies, consultant fees, legal fees, equipment, and all other costs incurred by a unit engaged in a public housing operation or project.

### **693 - Community Action Program**

This Activity Number is found in the General Fund or in a special Federal Project Fund of local units of government. Its use is mandatory by any unit which conducts or participates in community action programs designed to provide economic opportunity within the unit. It includes such expenditures as salaries and wages of local unit personnel involved, advertising expenditures, appropriations or contractual payments to local agencies assisting in such programs, supplies, materials, and other expenditures essential to programs aimed at stimulating economic opportunity within the unit.

### **694 - Community Development Block Grant (CDBG)**

This Activity Number is found in the General Fund or in a special Federal Project Fund of local units of government. It is used to account for participation in the federal CDBG program. It includes such expenditures as salaries and wages of local unit personnel involved, advertising expenditures, appropriations or contractual payments to local agencies assisting in such programs, supplies, materials, and other expenditures essential to programs aimed at benefitting economically disadvantaged individuals.

### **695 through 699 - Open for Other Grant Programs That Benefit Economically Disadvantaged Individuals**

## COMMUNITY AND ECONOMIC DEVELOPMENT FUNCTION - ACTIVITY NUMBER DESCRIPTIONS

### **700 - COMMUNITY AND ECONOMIC DEVELOPMENT FUNCTION**

#### **(Control for Activity Numbers 701 through 749)**

The community and economic development function is comprised of Activity Numbers 701 through 749. This group of activities is directed towards economically developing the area encompassed by the local unit of government.

#### **701 - Planning**

This Activity Number is found in the General Fund and/or a separate planning fund of local units of government. Its use is mandatory by any unit having a planning department or commission. It reflects expenditures involved in planning such as industrial study and development projects, mapping projects, transportation studies, etc.

#### **702 - Zoning**

This Activity Number is normally found in the General Fund of a local unit. Its use is mandatory by any unit having a zoning board or commission. It reflects such expenditures as salaries or per diem of board members, travel expenditures, zoning board of appeals expenditures, supplies, and other expenditures involved in the zoning of local unit property as residential, commercial, and industrial.

#### **703 through 709 - Open**

#### **710 - Cooperative Extension**

This Activity Number is found in the General Fund of counties. Its use is mandatory. It reflects expenditures such as salaries, travel, supplies, equipment, etc., necessary to provide programming focused on agriculture and natural resources; children, youth and families; and community and economic development, including a soil testing service and 4H programs. Counties are served by Michigan State University (MSU) county extension agents.

#### **711 - Register of Deeds**

This Activity Number is found in the General Fund of county government. Its use is mandatory, MCL 53.89 to MCL 53.111. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary to operate this office.

#### **712 - Abstract Department**

This Activity Number is found in the General Fund of counties. Its use is mandatory by any county operating an abstract office. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary to operate the abstract office. It may also be used to separate fees generated by the department from other General Fund revenue.

#### **713 - Surveyor**

This Activity Number is found in the General Fund of counties. Its use is mandatory by any county having an elected county surveyor. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary to operate the office of the county surveyor.

#### **714 through 727 - Open**

## COMMUNITY AND ECONOMIC DEVELOPMENT FUNCTION - ACTIVITY NUMBER DESCRIPTIONS

### **728 - Economic Development**

This Activity Number is normally found in the General Fund of local units of government. Its use is mandatory by any unit having an economic development program or making appropriations to economic development agencies. It reflects such expenditures as appropriations to the local chamber of commerce, junior chamber of commerce, or other similar organizations promoting the economic development of a local unit. Where a local unit has its own economic development commission or office, this Activity Number will reflect all expenditures of the agency, including salaries and wages, travel, supplies, and other expenditures incurred by the commission or office.

### **729 - Open**

### **730 - Home Demolition**

This Activity Number is normally found in the General Fund of counties or larger cities. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary for home demolitions.

### **731 - Home Renovation**

This Activity Number is normally found in the General Fund of counties or larger cities. It reflects such expenditures as salaries, travel, supplies, equipment, etc., necessary for home renovations.

### **732 - Blight Removal**

This Activity Number is normally found in the General Fund of a local unit. Cost of land acquisition, demolition of buildings, land and site improvements, plans, surveys, appraisals, and all other costs relating to the acquisition, rehabilitation, financing, and disposal of any project or any part of a project under the terms of 1945 PA 344.

### **733 through 749 - Open**

## **RECREATION AND CULTURE FUNCTION – ACTIVITY NUMBER DESCRIPTIONS**

### **750 - RECREATION AND CULTURE FUNCTION**

#### **(Control for Activity Numbers 751 through 849)**

The recreation and culture function is comprised of Activity Numbers 751 through 849. This group of Activity Numbers provides accounts for recording revenues and expenditures incurred in park facilities, recreation programs, and cultural programs within a local unit.

### **751 - Parks and Recreation Department**

This Activity Number is found in the General Fund or in the Park/Recreation Fund Number 208 or 508 of any local unit of government. It is for use by units which include all recreation and parks expenditures within this single activity. When used by a unit, it will reflect all expenditures of a park or recreation program including administration, park facilities, supervision, policing, lighting and maintenance of facilities, and any other parks or recreation activities. This Activity Number may also be used to separate revenue earned by the parks or recreation department from other General Fund revenues.

### **752 - Parks Administration**

This Activity Number is normally found in a separate Park and Recreation Fund of a local unit; however, it may also be found in the General Fund (if a General Fund appropriation would be the sole revenue source). Its use is recommended by large units having a large park or recreation program. It reflects all expenditures applicable to the administration of a park or recreation program or department, such as salaries and wages, supplies, materials office equipment, etc.

### **753 through 755 - Open**

### **756 - Recreation/Park Facilities**

This Activity Number is normally found in the Parks and Recreation Fund of a local unit of government, however, it may also be found in the General Fund (if a General Fund appropriation would be the sole revenue source). Its use is recommended by large units having large facilities. It reflects all expenditures by a local unit for the acquisition and operation of facilities to provide such recreation programs for its residents as golf, playgrounds, swimming, tennis, etc.

### **757 through 759 - Open**

### **760 - Parks Supervision**

This Activity Number is normally found in a separate Park and Recreation Fund of a local unit; however, it may also be found in the General Fund (if a General Fund appropriation would be the sole revenue source). Its use is recommended by large units having a large parks department or operating a recreation program. It reflects such expenses as salaries and wages, supplies, materials, and equipment necessary to supervise park operation or recreation programs of a local unit.

### **761 through 763 - Open**

## **RECREATION AND CULTURE FUNCTION – ACTIVITY NUMBER DESCRIPTIONS**

### **764 - Parks Policing**

This Activity Number is normally found in a separate Park and Recreation Fund of a local unit, however, it may also be found in the General Fund (if a General Fund appropriation would be the sole revenue source). Its use is recommended by large units having a large parks department or operating a recreation program. It reflects such expenses as salaries and wages, supplies, uniforms, materials, and equipment necessary to police park operations or recreation programs of a local unit.

### **765 through 766 - Open**

### **767 - Parks Lighting**

This Activity Number is normally found in a separate Park and Recreation Fund of a local unit; however, it may also be found in the General Fund (if a General Fund appropriation would be the sole revenue source). Its use is recommended by large units having a large parks department or operating a recreation program. It reflects all expenditures necessary to provide proper lighting of parks or recreation facilities, such as utility poles, light bulbs, payment of utility bills, and any other necessary supplies, materials or equipment related to the lighting of parks.

### **768 through 769 - Open**

### **770 - Parks Maintenance**

This Activity Number is normally found in a separate Park and Recreation Fund of a local unit, however, it may also be found in the General Fund (if a General Fund appropriation would be the sole revenue source). Its use is recommended by large units having a large parks department or operating a recreation program. It reflects such expenses as salaries and wages of custodians, maintenance supplies, maintenance equipment, and all other expenses necessary to properly maintain parks or recreation facilities.

### **771 through 789 - Open**

### **790 - Library**

This Activity Number is found in the General Fund or in the Library Fund Number 271, of local units of government. Its use is mandatory by any unit providing library service for its residents. In the General Fund, it may reflect all library expenditures. In the Library Fund, it will reflect such expenditures as salaries and wages of library personnel, travel expenditures, library supplies, bookmobile expenditures, branch library expenditures, the purchase of books and audiovisuals, and all other expenditures necessary to provide library services. This Activity Number may also be used to separate revenues derived from library operations from other revenues of the local unit.

### **791 - Library Board**

This Activity Number is found in the General Fund or in the Library Fund Number 271 of local units of government. Its use is mandatory by any unit having an appointed or elected library board. It reflects such expenditures as salaries or per diem of board members, travel expenditures, and contractual payments for library services where the unit does not operate and maintain its own library.

## **RECREATION AND CULTURE FUNCTION – ACTIVITY NUMBER DESCRIPTIONS**

### **792 through 802 - Open**

#### **803 - Historical Society, Commission or Program**

This Activity Number is found in the General Fund or in the Historical Commission/Museum Fund Number 270 of local units of government. Its use is mandatory by any unit providing a historical society, commission, or program services for its residents. In the General Fund, it may reflect all historical society, commission, or program expenditures. In the Historical Commission/Museum Fund, it will reflect such expenditures as salaries and wages of historical commission personnel, travel expenditures, supplies, expenditures related to the education of the public in regard to the history of the local unit, and all other expenditures necessary to provide services.

#### **804 - Museum**

This Activity Number is found in the General Fund or in the Historical Commission/Museum Fund Number 270 of local units of government. Its use is mandatory by any unit providing a museum for its residents. In the General Fund, it may reflect all museum expenditures. In the Historical Commission/Museum Fund, it will reflect such expenditures as salaries and wages of museum personnel, travel expenditures, supplies, expenditures related to the acquisition and display of historical exhibits, and all other expenditures necessary to provide museum services.

#### **805 - Auditorium--Civic Center**

This Activity Number is found in the General Fund or in the local units of government Civic Auditorium Fund Number 593. Its use is mandatory by any unit providing a civic center or auditorium for its residents. In the General Fund, it may reflect all civic center/auditorium expenditures. In the Civic Auditorium Fund, it will reflect such expenditures as salaries and wages of civic center or auditorium personnel, travel expenditures, supplies and all other expenditures necessary to provide civic center or auditorium services.

### **806 through 849 - Open**

#### **850 through 899 - No Longer Used**

Prior versions of the Chart of accounts (2002 and prior) used Activity Numbers 850 through 899 as an option to report other functions. In an attempt to bring uniformity in the reporting of the cost of activities, this Chart of Accounts has removed that option. As discussed above, all costs should generally be assigned to the activities that benefit from the costs. (with the exception being those costs whose minimal size makes it cost-prohibitive to allocate - such as phone bills, etc.)

**CAPITAL OUTLAY FUNCTION – ACTIVITY NUMBER DESCRIPTIONS****900 - CAPITAL OUTLAY FUNCTION****(Control for Activity Numbers 901 through 904)**

This Function Number is usually only found in Capital Project Funds and some Special Revenue Funds. It will also be found in the General Fund if the governing body wishes to account and budget for capital outlay separately. It reflects the capital outlay expenditures of the unit.

**901 through 904 - Capital Outlay Detail**

The local unit may assign these Activity Numbers for greater detail as needed. A local unit may point off these activities for management decisions purposes. For example, a local unit may use 101-901-978.301 for Sheriff Department capital outlay expenditures.



**DEBT SERVICE FUNCTION – ACTIVITY NUMBER DESCRIPTIONS****905 - DEBT SERVICE FUNCTION****(Control for Activities 906 through 929)**

This Function Number is found in the General Fund or in some Special Revenue Funds, and Debt Service Funds of local units of government. Its use is mandatory by any unit having general obligation debt, whether long-term or short-term, whether bonded debt or otherwise. It reflects such payments as debt principal, interest on debt, paying agent fees, bond coupon fees, etc. For individual accounting, the unit may assign numbers as desired.

**906 through 929 - Debt Service Detail**

The local unit may assign these Activity Numbers for greater detail as needed.

## OTHER FINANCING SOURCES (USES)

### TRANSFERS IN AND OTHER FINANCING SOURCES FUNCTION – ACTIVITY NUMBER DESCRIPTIONS

#### **930 - TRANSFERS IN AND OTHER FINANCING SOURCES FUNCTION**

##### **(Control for Activity Numbers 931 through 964)**

This Activity Number is normally found in the General Fund of units but may also be found in other operating funds. Its use is mandatory for all units. Its purpose is to reflect transfers (appropriations) into a fund. If individual detail is desired, the unit may use the following numbers as desired:

##### **931 through 964 - Transfers In and Other Financing Sources Detail**

The local unit may assign these Activity Numbers for greater detail as needed.

### TRANSFERS OUT AND OTHER FINANCING USES FUNCTION - ACTIVITY NUMBER DESCRIPTIONS

#### **965 - TRANSFERS OUT AND OTHER FINANCING USES FUNCTION**

##### **(Control for Activity Numbers 966 through 999)**

This Activity Number is normally found in the General Fund of units but may also be found in other operating funds. Its use is mandatory for all units. Its purpose is to reflect transfers out of (appropriations from) a fund. If individual detail is desired, the unit may use the following numbers as desired.

##### **966 through 999 - Transfers Out and Other Financing Uses Detail**

The local unit may assign these Activity Numbers for greater detail as needed.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### ASSETS (001 through 199)

#### CURRENT ASSETS (001 through 129)

##### Cash and Investments (001 through 017)

###### 001 - Cash - Checking

This account is used to record the amount of currency, checks, money orders, and bank drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits (local unit treasurer). Cash equivalents such as short-term highly liquid investments including Treasury bills, commercial paper, and money market funds should be recorded in Account Number 017.

This account is:

- DEBITED - when cash is received.
- CREDITED - when cash is disbursed.

###### 002 - Cash - Savings

This account is used to record the amount of monies on deposit in savings accounts under the control of the official or agent designated as custodian.

This account is:

- DEBITED - when money is deposited in a savings account.
- CREDITED - when money is withdrawn from a savings account.

###### 003 - Cash - Certificates of Deposit

This account is used to record the amount of certificates of deposit held by the local unit treasurer.

This account is:

- DEBITED - when certificates of deposit are purchased.
- CREDITED - when certificates of deposit are cashed.

###### 004 - Imprest (Petty) Cash

This account is used to record a sum of money either in the form of currency, a special bank deposit, or a separate bank account set aside for the purpose of making change or paying incidental expenses. It is used for expenses that, for practical reasons, cannot be paid in the regular manner. At certain intervals, the petty cash is replenished by a check drawn on the fund from which the petty cash expenses are payable. An itemized voucher for the amount of disbursements made from petty cash must support the replenishment check. The total of petty cash on hand and/or on deposit, plus unreplenished disbursements, must always equal the imprest cash account balance.

This account is:

- DEBITED - with the amount in which the account is established or increased.
- CREDITED - when the established account balance is decreased.

**BALANCE SHEET ACCOUNT DESCRIPTIONS****005 through 006 - Open****007 - Cash - Payroll Bank Account**

This account is used to record an amount of cash in the form of a separate bank account used only for making payments for personal services and payroll deductions. Usually, a fixed sum is deposited to this bank account in an amount sufficient to meet the requirements of the bank for carrying the account without service charges, and the local unit for making payments for personal services between regular pay periods.

The principal use of this account is for the deposit of the amount of the gross payroll, against which individual payroll checks and/or direct deposits and payroll deduction checks and/or direct deposits will be drawn. Individual payroll checks and/or direct deposits drawn on this account between regular payroll periods will be included on the next regular payroll voucher. By this method the fixed sum deposited in the payroll bank account will be replenished each pay period.

This account is:

DEBITED - when money is deposited in the payroll bank account.

CREDITED - when money is disbursed from the payroll bank account.

**008 through 015 - Open****016 - Deposits with Fiscal Agent**

This account is used to record amounts of pension assets on deposit with a fiscal agent, OPEB funding, and deposits with bond trustees prior to payment.

This account is:

DEBITED - when amounts of pension are deposited with a fiscal agent, and with investment earnings on deposit with the fiscal agent.

CREDITED - when disbursements are made by the fiscal agent.

**017 - Investments in Securities**

This account is used to record the cost of short-term investments in government bonds, treasury bills, treasury notes, and money market certificates. A short-term investment is an investment having a maturity date of 1 year or less. Certificate of deposits with a maturity of 3 months or less are cash equivalents and should not be recorded in this account (See Account 003 – Cash – Certificate of Deposit).

This account is:

DEBITED - when investments are purchased.

CREDITED - when investments are sold.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **Receivables (018 through 100)**

#### **018 - Receivables Control - (019 through 100)**

This account is used to record amounts owed to the local unit from any source. The account may be used separately or as a control account to record amounts due for any or all of the types of receivables provided for in Accounts 019 through 100.

This account is:

- DEBITED - when amounts owed to the local unit are determined but not immediately received.
- CREDITED - when amounts are received or written off by proper authority.

#### **019 - Taxes Receivable Control - (020 through 030)**

This account is used to record amounts of taxes levied and related charges which have become due but have not been collected. The account may be used separately or as a control account to record amounts due for any or all of the types of taxes receivable provided in Accounts 020 through 028.

This account is:

- DEBITED - when amounts owed to the local unit are determined but not immediately received.
- CREDITED - when amounts are received or written off by proper authority.

#### **020 - Taxes Receivable - Real Property - Current Levy**

This account is used to record the portion of the real property taxes levied which have become due but have not been returned to the county treasurer as delinquent.

This account is:

- DEBITED - for the amount of the current real property taxes levied on the day they become due and payable.
- CREDITED - upon receipt of current real property taxes and with the amount transferred to Account 026 - Taxes Receivable - Delinquent - Real Property, at the time taxes become delinquent.

#### **021 - Open**

#### **022 - Taxes Receivable - Personal Property - Current Levy**

This account is used to record the portion of personal property taxes levied which have become due but have not become delinquent. For the current levy, this total may be combined with real taxes and recorded in Account 020 – Taxes Receivable – Real Property – Current Levy.

This account is:

- DEBITED - for the amount of the current personal property taxes levied on the day they become due and payable.
- CREDITED - with the receipt of current personal property taxes and with the amount transferred to Account 028 - Taxes Receivable - Delinquent – Personal Property, at the time the taxes become delinquent.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **023 through 025 - Open**

#### **026 - Taxes Receivable - Delinquent - Real Property**

This account is used to record the amount of real property taxes remaining unpaid on and after the date they become delinquent (usually March 1). A detailed account by unit must be maintained for each year's levy.

This account is:

- DEBITED - when the amount of real property taxes are returned delinquent.
- CREDITED - upon receipt of delinquent real property taxes and when amounts are charged back to local units.

### **027 - Open**

#### **028 - Taxes Receivable - Delinquent - Personal Property**

This account is used to record the amount of personal property taxes remaining unpaid on and after the date they become delinquent (usually March 1). A detailed account must be maintained for each year's levy.

This account is:

- DEBITED - when the amount of personal property taxes are returned delinquent.
- CREDITED - upon receipt of delinquent personal property taxes or when such taxes are written off by order of the circuit court.

### **029 - Open**

#### **030 - Interest and Penalties Receivable on Taxes**

This account may be used to record the accrued interest and penalties on taxes receivable.

This account is:

- DEBITED - when the amount of interest and penalties is accrued on taxes receivable each month.
- CREDITED - when interest and penalties are collected.

### **031 through 032 - Open**

#### **033 - Utility Bills Receivable**

This account is used to record amounts owed to the local unit by users of utility services. Detailed subsidiary accounts must be maintained to record amounts due from individual users.

This account is:

- DEBITED - when the amount of utility bills are due.
- CREDITED - when payments are received or adjustments are approved.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **034 - Delinquent Utility Bills Receivable (on tax roll)**

This account is used to record unpaid utility bills which have been placed on the tax roll in accordance with statutory provisions. A detailed subsidiary account for each resident must be maintained.

This account is:

DEBITED - when the amount of unpaid utility bills are placed on the tax roll.

CREDITED - when the amounts are collected or approved to be written off.

### **035 through 039 - Open**

### **040 - Accounts Receivable (General - Not Governmental Units)**

This account is used to record amounts owed to the local unit which are not provided for elsewhere in this manual. Detail by individual or organization is required.

This account is:

DEBITED - when the amounts owed are determined.

CREDITED - when payments are received, or when adjustments or write-offs are approved.

### **041 - Estimated Uncollectible Accounts Receivable (Credit)**

This account is used to record that portion of accounts receivable which is estimated will never be collected.

This account is:

DEBITED - after approval had been obtained to record adjustments or to write off an account.

CREDITED - when the amounts of estimated uncollectible accounts receivable are determined and approved.

### **042-043 - Open**

### **044 -Travel Advances Receivable**

This account is used to record cash advances to officials and/or employees of the local unit to cover anticipated expenses while traveling in an official capacity for the local unit. Upon completion of the travel, this account must be reimbursed for the entire amount of the advance. Detail by individual employee is required.

This account is:

DEBITED - when the amounts are advanced to officials and/or employees.

CREDITED - when the amounts advanced are repaid.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **045 - Special Assessments Receivable - Current**

This account may be used to record the uncollected portion of special assessments a government unit has levied. It represents the amount due within one year and not yet considered delinquent. Subsidiary accounts may be established for various types or various years of special assessments. Detail by special assessment districts and by individual property owners is required.

This account is:

DEBITED - for the amount of the current special assessment levy on the day it becomes due and payable.

CREDITED - when the special assessments are collected or when the account balance is transferred to Account 047 - Special Assessments Receivable - Delinquent.

### **046 - Open**

### **047 - Special Assessments Receivable - Delinquent**

This account is used to record the balance of special assessments remaining unpaid on and after the date on which a penalty is effective. Detail by special assessment districts and by individual property owners is required.

This account is:

DEBITED - when the balance remaining in Account 045 - Special Assessments Receivable – Current, on the date a penalty for nonpayment is effective.

CREDITED - when the delinquent special assessments are collected.

### **048 - Open**

### **049 - Special Assessments Receivable - Unavailable**

This account may be used to record special assessments for which a roll has been prepared and confirmed, but which are not due. Detail by special assessment districts and by individual property owners is required.

This account is:

DEBITED - when the amount of a special assessment roll has been prepared and confirmed.

CREDITED - when the special assessment becomes due at which time this amount should be transferred to Account 045 - Special Assessments Receivable - Current.

### **050 through 055 - Open**



## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **056 - Interest Receivable**

This account is used to accrue interest earned but not received as of the end of an accounting period.

This account is:

DEBITED - when the amount of interest earned is accrued.

CREDITED - when payments are received.

### **057 - Local Unit's Share of Assessment Improvement Costs Receivable**

This account may be used to record the amount due from a local unit as its share of the cost of an improvement financed by special assessments.

This account is:

DEBITED - when the local unit's share of special assessment project costs are determined.

CREDITED - when the amounts are collected or when any adjustments are approved.

### **058 through 059 - Open**

### **060 - Notes Receivable**

This account may be used to record the amount due on any legal note that has been accepted by the local unit. It represents an unconditional written promise, signed by the maker, to pay a certain sum on demand or at a fixed or determinable future time either to the bearer or to the order of a person designated therein. Detail by individual note is required.

This account is:

DEBITED - when the amount of the notes become legal obligations.

CREDITED - when the payments are received.

### **061 - Loans Receivable**

This account may be used to record the current amount due to the local unit on loans that have been made in accordance with statutory provisions. Detail by individual loan is required.

This account is:

DEBITED - when the amount of the loan becomes a legal obligation.

CREDITED - when payments are received.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **062 - Leases Receivable (Current)**

This account is used to record the amount of minimum rental payments due from a lessee within a year excluding executory costs. It generally represents the amount due to the government pursuant to operating leases and rental agreements. Long-term portions (over 1 year) are recorded in Account 189 - Leases Receivable (Long-Term).

This account is:

- DEBITED - when the minimum lease payments due within a year is determined.
- CREDITED - when the minimum lease payments are received.

### **063 - Open**

### **064 - Land Contracts Receivable**

This account may be used to record the current portion of land contracts due to the local unit.

This account is:

- DEBITED - when the current amounts due on land contracts are determined.
- CREDITED - when payments are received.

### **065 through 070 - Open**

### **071 - Due from Cities**

This account is used to record amounts due from cities. Detail by individual city is required. Account 084 - Due from Other Funds, should be used to record amounts due from other funds within the same city.

This account is:

- DEBITED - when the amounts due the local unit from cities is determined.
- CREDITED - when payments are received.

### **072 - Due from Counties**

This account is used to record amounts due from counties. Detail by each individual county is required. Account 084 - Due from Other Funds, should be used to record amounts due from other funds within the same county.

This account is:

- DEBITED - when the amount due the local unit from counties is determined.
- CREDITED - when payments are received.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **073 - Due from Libraries**

This account is used to record amounts due from libraries. Detail by individual library is required.

This account is:

DEBITED - when the amount due the local unit from libraries is determined.

CREDITED - when payments are received.

### **074 - Due from Road Commissions**

This account is used to record amounts due from road commissions. Detail by individual road commission is required.

This account is:

DEBITED - when the amount due the local unit from road commissions is determined.

CREDITED - when payments are received.

### **075 - Due from Schools**

This account is used to record amounts due from schools. Detail by individual school system is required.

This account is:

DEBITED - when the amount due the local unit from schools is determined.

CREDITED - when payments are received.

### **076 - Due from Townships (Except Road Agreements)**

This account is used to record amounts due from townships for most purposes. Detail by individual townships is required. Account 084 – Due from Other Funds, should be used to record amounts due from other funds within the same township. County road commissions should use Account 080 – Due from Townships - Road Agreements, to record amounts due from townships for road agreements.

This account is:

DEBITED - when the amount due the local unit from townships is determined.

CREDITED - when payments are received.

### **077 - Due from Villages**

This account is used to record amounts due from villages. Detail by individual village is required. Account 084 – Due from Other Funds, should be used to record amounts due from other funds within the same village.

This account is:

DEBITED - when the amount due the local unit from villages are determined.

CREDITED - when payments are received.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **078 - Due from State**

This account is used to record amounts due from the State of Michigan.

This account is:

- DEBITED - when the amount due the local unit from the state is determined.
- CREDITED - when payments are received.

### **079 - Due from Federal Government**

This account is used to record amounts due from the federal government.

This account is:

- DEBITED - when the amount due the local unit from the federal government is determined.
- CREDITED - when payments are received.

### **080 - Due from Townships (Road Agreements)**

This account is used by county road commissions to record amounts due from townships for work performed on roads under agreement signed by the township and the road commission. A detailed subsidiary ledger that is maintained by the township is required.

This account is:

- DEBITED - when the amounts are determined to be due on agreements.
- CREDITED - when payments are received.

### **081 - Due from Other Units of Government**

This account may be used to record amounts due from other units of government for which an account is not provided for elsewhere in this manual. Detail by individual governmental entity is required.

This account is:

- DEBITED - when the amount due the local unit from other governmental entities is determined.
- CREDITED - when payments are received.

### **082 - Open**

### **083 - Due from Employees**

This account may be used to record amounts due from local unit employees for reimbursable goods or services provided to or on behalf of the employees. Detail by individual employee is required.

This account is:

- DEBITED - when the amounts due are determined.
- CREDITED - when payments are received.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **084 - Due from Other Funds**

This account is used to record short-term amounts due from other funds within the local government unit. It represents amounts owed for goods and services rendered to a particular fund by another fund in the government reporting entity or for interfund loans that are due within one year. An offsetting liability must be recorded in the fund from which the payment is due in Account 214 - Due to Other Funds.

This account is:

DEBITED - when the amounts owed from other funds are determined.

CREDITED - when amounts are received from other funds.

### **085 through 086 - Open**

### **087 - Court Orders Receivable**

This account is used to record amounts of unpaid fines, court costs, restitution, and any other court ordered payments. Subsidiary records or accounts must be kept for these court orders by case number and/or name.

This account is:

DEBITED - when court orders are issued.

CREDITED - when payments are received or adjustments are approved.

### **088 - Service Fees Receivable**

This account may be used to record amounts due to the local unit for fees for services for which an account is not provided for elsewhere in this manual.

This account is:

DEBITED - when services are rendered.

CREDITED - when payments are received.

### **088.1 - Forfeiture Certificate Recording Fees Receivable**

This account is used to record forfeiture certificate recording fees due to the county in accordance with 1999 PA 123. See Treasury Numbered Letter 2000-8.

This account is:

DEBITED - in the year the property is forfeited.

CREDITED - when payments are received when the forfeited property is redeemed or sold.

### **089 through 100 - Open**

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **Inventory (101 through 110)**

#### **101 - Inventory Control (102 through 110)**

This account is used to record the cost of materials, supplies, and/or surplus properties purchased in one accounting period for use in another accounting period or to reflect supplies and materials held in inventory until charged to a specific job, project, department, etc. This account may be used separately or as a control for Accounts 102 through 110.

This account is:

DEBITED - when materials, supplies and/or surplus properties are purchased, and with approved adjustments.

CREDITED - as inventory is used and with approved adjustments.

### **102 through 108 - Open**

#### **109 - Inventory - Road Materials**

This account is used to record the cost of road materials stockpiled in warehouses, pits or yards which are used for construction or maintenance of the county road system.

This account is:

DEBITED - when road materials are produced or purchased, and with approved adjustments.

CREDITED - when road materials are used from inventory and with approved adjustments.

#### **110 - Inventory - Equipment Materials and Parts**

This account is used to record the cost of materials and parts on hand which are used for the repair, maintenance, and operation of equipment.

This account is:

DEBITED - when materials and parts are purchased and with approved adjustments.

CREDITED - when the cost of materials and parts are used from inventory and with approved adjustments.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **Other Current Assets (111 through 129)**

#### **111 through 122 - Open**

#### **123 - Prepaid Expenses**

This account is used to record charges entered in the accounts of the local unit for benefits or services not yet received. Examples of prepaid expenses are prepaid rent, prepaid interest, and unexpired insurance premiums.

This account is:

- DEBITED - for prepaid expenses to be charged off in a subsequent accounting period.
- CREDITED - as prepaid expenses are charged off to expenditure accounts in the accounting period to which the expenses pertain.

#### **124 through 127 - Open**

#### **128 - Assets Held for Sale**

This account is used to record the cost of assets that are being held for re-sale. When assets are acquired with the intent of reselling them, they should be reported as assets even though they may be capital in nature. However, the carrying value should not exceed the estimated sales proceeds, net of expenditures necessary to ready the asset for sale. An example of assets held for sale could houses purchased to be renovated and resold.

This account is:

- DEBITED - for the cost of assets acquired with the intent to be re-sold.
- CREDITED - as sales take place, or as the estimated future sales price drops below the current carrying value (net of costs of preparing for sale).

#### **129 - Open**

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **NON-CURRENT ASSETS (130 through 199)**

#### **Capital Assets - 130 through 179**

For additional guidance, see the Michigan Committee on Governmental Accounting and Auditing Statement Nos. 10, 11, and 12 on the Michigan Department of Treasury's Web site under Local Government Services/Accounting Information. These accounts are only used in Enterprise Funds. In Governmental Funds, capital assets are expenditures.

#### **130 - Land and Right of Way Purchases**

This account is used to record the cost of land purchased by the local unit. Land acquired by gift or grant should be recorded at acquisition value. Road commissions also use this account to record the acquisition cost of land or right-of-ways for road purposes. The cost of land includes legal fees, land surface leveling, debris removal, and other costs necessary to place the land in service.

This account is:

DEBITED - for the cost or appraised value of lands acquired.

CREDITED - for the recorded value of any land sold or otherwise disposed of.

#### **131 - Land Improvements - Non-depreciating**

This account is used by a county road commission to record the actual cost of land improvements from construction and/or reconstruction projects. This work includes excavation, ditching, grading (lane widened portion and/or elevation change only), tree removal, and sub-grade preparation of land in preparation for roadway.

This account is:

DEBITED - or the cost of land improvements by year.

CREDITED - for the value of land improvements when the roadway is abandoned or otherwise disposed of.

#### **132 - Land Improvements - Depreciating**

This account is used to record the cost of permanent improvements, other than buildings, which add value to the land. Examples are fences, sewers, sidewalks, pavements, retaining walls, and landscaping.

This account is:

DEBITED - for the cost or appraised value of land improvements acquired.

CREDITED - for the recorded value of any such assets sold or otherwise disposed of.



## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **133 - Accumulated Depreciation - Land Improvements (Credit)**

This account is used to record the accumulation of periodic decreases in the estimated service life of land improvements due to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to land improvements sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to the current accounting period.

### **134 - Depletable Assets**

This account is used to record the cost or acquisition value (if acquired by gift) of natural resources which diminish in value by the removal of their contents such as gravel pits, stone quarries, timber stands, brine wells, gas and oil wells, etc.

This account is:

- DEBITED - for the cost or appraised value of depletable assets acquired.
- CREDITED - for the recorded value of such assets sold or otherwise disposed of.

### **135 - Accumulated Depletion - Depletable Assets (Credit)**

This account is used to record the accumulation of periodic credits made to record the removal of natural resources.

This account is:

- DEBITED - for the amount of accumulated depletion applicable to depletable assets sold or otherwise disposed of.
- CREDITED - either monthly or annually for the cost of natural resources removed during the accounting period.

### **136 - Buildings, Building Additions and Improvements**

This account is used to record the cost or acquisition value (if acquired by gift) of permanent structures, additions and improvements. It includes the cost of all fixtures attached to and forming a permanent part of such structures.

This account is:

- DEBITED - for the cost or appraised value of such assets acquired.
- CREDITED - for the recorded value of such assets sold or otherwise disposed of.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **137 - Accumulated Depreciation - Buildings, Building Additions and Improvements (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of buildings and improvements.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to buildings sold or otherwise disposed of.
- CREDITED - either monthly or annually with the amount of decrease in estimated service life attributable to that month or year.

### **138 - Road Equipment**

This account is used to record the cost or acquisition value (if acquired by gift) of equipment of a more or less permanent nature used in road work such as motor graders, cranes, rollers, etc. If separate accounts are desired for unlicensed and licensed vehicles and equipment, use Account 138 – Road Equipment, for unlicensed; and Account 148 – Vehicles, for licensed.

This account is:

- DEBITED - for the cost or estimated value of road equipment acquired.
- CREDITED - for the recorded value of such equipment sold or otherwise disposed of.

### **139 - Accumulated Depreciation - Road Equipment (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of unlicensed road equipment.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to such equipment sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to that month or year.

### **140 - Shop Equipment**

This account is used to record the cost or acquisition value (if acquired by gift) of machinery and equipment of a more or less permanent nature used in a road commission or city repair and maintenance shop.

This account is:

- DEBITED - for the cost or estimated value of shop equipment acquired.
- CREDITED - for the recorded value of such equipment sold or otherwise disposed of.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **141 - Accumulated Depreciation - Shop Equipment (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of shop machinery and equipment.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to such equipment sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to that month or year.

### **142 - Engineering Equipment**

This account is used to record the cost or acquisition value (if acquired by gift) of equipment of a more or less permanent nature used in the engineering department.

This account is:

- DEBITED - for the cost or estimated value of engineering equipment acquired.
- CREDITED - for the recorded value of such equipment sold or otherwise disposed of.

### **143 - Accumulated Depreciation - Engineering Equipment (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of engineering equipment.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to such equipment sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to that year or month.

### **144 - Yard and Storage Equipment**

This account is used to record the cost or acquisition value (if acquired by gift) of equipment of a more or less permanent nature used for yard or storage purposes such as gasoline pumps and meters, fuel storage tanks, etc.

This account is:

- DEBITED - for the cost or estimated value of yard and storage equipment acquired.
- CREDITED - for the recorded value of such equipment sold or otherwise disposed of.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **145 - Accumulated Depreciation - Yard and Storage Equipment (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of yard and storage equipment.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to such equipment sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to that year or month.

### **146 - Office Equipment and Furniture**

This account is used to record the cost or acquisition value (if acquired by gift) of office equipment and furniture of a more or less permanent nature.

This account is:

- DEBITED - for the cost or estimated value of office equipment and furniture acquired.
- CREDITED - for the recorded value of such equipment and furniture sold or otherwise disposed of.

### **147 - Accumulated Depreciation - Office Equipment and Furniture (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of office equipment and furniture.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to such equipment and furniture sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to that year or month.

### **148 - Vehicles**

This account may be used to record the cost or acquisition value (if acquired by gift) of all vehicles and equipment that are required to have a license plate such as cars, trucks, etc.

This account is:

- DEBITED - for the cost or estimated value of vehicles and equipment acquired.
- CREDITED - for the recorded value of such vehicles and equipment sold or otherwise disposed of.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **149 - Accumulated Depreciation - Vehicles (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of licensed vehicles and equipment.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to such vehicles and equipment sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to that year or month.

### **150 - Books**

This account is used to record the cost or acquisition value (if acquired by gift) of books, publications, journals, and similar items if significant in value and with a useful life of more than one year.

This account is:

- DEBITED - for the cost or estimated value of books, publications, etc. acquired.
- CREDITED - for the recorded value of such assets sold or otherwise disposed of.

### **151 - Accumulated Depreciation - Books (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of books and similar items recorded in Account 150 - Books.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to such items sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to that month or year.

### **152 - Water System**

This account is used to record the cost of construction or acquisition of a water system. This account may be pointed off to separate the various elements of a water system such as water lines, water mains, pumping plant, water treatment plant, etc.

This account is:

- DEBITED - for the cost of construction or acquisition of a water system.
- CREDITED - for the recorded cost of a water system sold or otherwise disposed of.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **153 - Accumulated Depreciation - Water System (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of a water system.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to a water system sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimate service life attributable to that year or month.

### **154 - Sewer System**

This account is used to record the cost of construction or acquisition of a sewer system. This account may be pointed off to separate the various elements of a sewer system such as sewer lines, interceptors, laterals, pumping stations, treatment plant, disposal plant, etc.

This account is:

- DEBITED - for the cost of construction or acquisition of a sewer system.
- CREDITED - or the recorded cost of a sewer system sold or otherwise disposed of.

### **155 - Accumulated Depreciation - Sewer System (Credit)**

This account is used to record the accumulation of periodic credits made to record the expiration of the estimated service life of a sewer system.

This account is:

- DEBITED - for the amount of accumulated depreciation applicable to a sewer system sold or otherwise disposed of.
- CREDITED - either monthly or annually for the amount of decrease in estimated service life attributable to that month or year.

### **156 through 157 - Open**

### **158 - Construction in Progress**

This account is used to record the cost of construction work undertaken but not yet completed. As projects are completed, the cost is transferred from this account to the applicable capital asset account.

This account is:

- DEBITED - for costs of a construction project in progress at fiscal year end.
- CREDITED - for the cost of a project upon completion and transfer to the appropriate capital asset account.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **159 through 179 - Open (May be used for other Capital Assets, Including Infrastructure, as needed)**

These accounts may be used for infrastructure capital assets, intangible assets, and other capital assets not previously classified. Appropriate descriptive account titles should be used for these items. See MCGAA Statement Nos. 11 and 12 as well as the Uniform Accounting Procedures Manual for County Road Commissions for additional guidance.

### **Other Non-Current Assets (180 through 194)**

These accruals may be used for assets that are not easily convertible to cash or not expected to become cash within the next year.

### **180 - Investments of Surplus Funds**

This account is used to record the cost of long-term investments of surplus funds under 1943 PA 20 (for the government's assets) and 1965 PA 314 (for pension and OPEB trust fund assets). This includes government bonds, treasury bills, treasury notes, municipal bonds, stocks, mortgages, land purchased for investment purposes, etc. A long-term investment is an investment having a maturity date of more than one year from the date of purchase.

This account is:

DEBITED - for the cost of the investments purchased.

CREDITED - when the investments are sold or otherwise disposed of.

### **181 – Investment in Joint Venture**

This account is used to record a local unit's equity in a joint venture, in instances where there is an explicit, measurable right to the net resources of a joint venture ([GASB](#) Statement 14, Paragraph 72).

This account is:

DEBITED - for the original investment in the joint venture, and for any subsequent income from the joint venture.

CREDITED - for any losses from the joint venture.

### **182 through 187 - Open**

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **188 - Derivative Contracts**

This account is used to record the fair market value of any derivatives contracts, in accordance with [GASB](#) Statement 53.

This account is:

- DEBITED - when the fair value of the derivative is positive (i.e., the present value of the expected future inflows exceeds the present value of the expected future outflows), or the fair value has increased from its last measurement.
- CREDITED - when the fair value of the derivative is negative (i.e., the present value of the expected future outflows exceeds the present value of the expected future inflows), or the fair value has decreased from its last measurement.

### **189 - Leases Receivable (Long-Term)**

This account should be used to record receivables generally created pursuant to a capital lease. The amount recorded should be the minimum rental payment due from the lessee over the life of the contract (excluding executory costs). This would be called gross investment in the lease. Generally, it would be equal to total principal and interest payments on the bond issue sold to acquire the asset.

This account is:

- DEBITED - for the amount of bond principal and interest due over the entire life of the issue.
- CREDITED - when the receivable becomes current (See Account 062 – Leases Receivable (Current)).



## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **190 - Net Pension Asset**

This account is used to record the excess of net position in a pension system to the total pension liability. It should be measured as the portion of the actuarial present value of projected payments that is attributable to past periods of employee service, net of the pension plan's fiduciary net position.

This account is:

- DEBITED - when the portion of the actuarial present value of projected payments that is attributable to past periods of employee service is less than net of the pension plan's fiduciary net position.
- CREDITED - when the portion of the actuarial present value of projected payments that is attributable to past periods of employee service is greater than net of the pension plan's fiduciary net position;

### **191 - Net OPEB Asset**

This account is used to record the asset resulting from contributing amounts in excess of the actuarially required contribution.

This account is:

- DEBITED - when excess contributions are made.
- CREDITED - in subsequent years, when the contribution is less than the net OPEB cost.

### **192 - Unamortized Discounts on Bonds Sold by the Local Unit**

This account is used to record the excess of the face value of bonds over the amount received from the sale which remains to be amortized over the remaining life of the bonds.

This account is:

- DEBITED - for the total amount of discounts allowed on bonds sold for less than face value.
- CREDITED - for equal amounts charged to interest expense over the life of the bonds, and for any balance remaining if the bonds are redeemed before the stated maturity dates.

### **193 - Long-Term Advances to Other Funds**

This account may be used to record advances to other funds within the local unit where such advances are not due within a year. Examples are advances to a County Drain Revolving Fund for preliminary expenses, advances to a County 100% Tax Payment Fund, advances to an internal service fund, etc. Sub-accounts must be used where several funds are involved. An off-setting liability must be recorded in the fund receiving the advance.

This account is:

- DEBITED - for amounts advanced to other funds.
- CREDITED - for the repayment of any portion of such advances.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **194 - Long-Term Advances to Other Units of Government**

This account is used to record advances to other units of government where such advances are not due within a year. An example is an advance to a building authority. Sub-accounts must be used where several units are involved.

NOTE: Legal advice should always be obtained before advances or loans are made to another unit of government.

This account is:

- DEBITED - for the amounts advanced by the local unit to another unit.
- CREDITED - for the repayment of any portion of such advances.

### **DEFERRED OUTFLOWS 195 through 199**

#### **195 - Deferred Outflows**

This account should be used to record amounts that are specifically defined by the [GASB](#) as meeting the definition of Deferred Outflow by GASB Statement 63, GASB Statement 65, or any subsequent amendments. In general, this account applies to the recognition of liabilities that neither meet the criteria for expense recognition nor result in an asset. At this point, the types of deferrals specified for this category include:

- The deferral of a loss on the refunding of a bond issue (where the amount transferred to the escrow agent exceeds the carrying value of the refunded debt).

This account is:

- DEBITED - for amounts reclassified to expense, as the expense recognition requirements have been met.
- CREDITED - for an equal amount recorded in a liability account, which meets the definition of a deferred outflow;

### **196 through 199 - Open for Deferred Outflows**

**BALANCE SHEET ACCOUNT DESCRIPTIONS****LIABILITIES (200 through 364)****CURRENT LIABILITIES (200 through 299)****200 - Open****201 - Vouchers Payable**

This account may be used to record liabilities for materials and services evidenced by vouchers which have been pre-audited and signed by the proper authority approving the liability.

This account is:

- DEBITED - upon payment of vouchers.
- CREDITED - for amounts approved for payment.

**202 - Accounts Payable**

This account is used to record amounts on open account owing to private persons, firms, corporations, or other organizations for goods and services received by the local unit. (Use account 214 for amounts due to other funds of the same governmental unit or accounts 221 through 230 for amounts due to other governmental units.)

This account is:

- DEBITED - upon payment of these accounts.
- CREDITED - for amount of accounts payable approved for payment.

**203 - Drain Orders Payable**

This account is used by a county Drain Fund to record the amount of drain orders payable during the current fiscal year. Drain orders payable in a subsequent year or years are recorded as a deferred inflow Account 363.

This account is:

- DEBITED - upon payment of any drain orders previously credited to this account.
- CREDITED - at the beginning of the fiscal year with the amount of all drain orders due during the year, and with the issuance of other drain orders which become due and payable during the current year.

**204 - Open****205 - Judgments Payable**

This account may be used to record amounts payable by the local unit as a result of a court decision, including condemnation awards and payment for private property taken for public use.

This account is:

- DEBITED - upon payment of any portion of the judgment, or with any amount of the judgment ordered set aside by a higher court.
- CREDITED - for the total amount of any judgment against the local unit.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **206 - Annuities Payable**

This account is normally used by a local unit's Retirement Fund to record amounts due and payable to retirees or their survivors.

This account is:

DEBITED - upon payment of the annuities.

CREDITED - when annuities become due and payable.

### **207 - Notes Payable (Current)**

This account is used to record the portion of tax anticipation notes or other notes to be paid by the local unit during the current year. A note payable is an unconditional written promise signed by the maker (authorized local unit officials) to pay a certain sum of money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein. The long-term portion of notes payable should be recorded in Account 307 – Notes Payable.

This account is:

DEBITED - for payments made on such notes.

CREDITED - for the amount of notes to be paid during the current year.

### **208 - Leases Payable (Current)**

This account may be used to record that portion of the present value of total minimum lease payments which are due to the lessor within a year. Generally, it is the present value of the current payment from a lease payment schedule. All delinquent lease principal payments as of the end of a fiscal period must be recorded in this account.

This account is:

DEBITED - when the lease payment is made only to the extent of the present value of the minimum lease payments.

CREDITED - for the present value minimum lease payment to be made.

### **209 through 210 - Open**

#### **211 - Contracts Payable - Retained Percentage**

This account is used to record the amount due on construction contracts which have been completed but on which part of the liability has not been paid pending final inspection or the lapse of a specified time period, or both. The unpaid amount is usually a stated percentage of the contract price.

This account is:

DEBITED - upon payment of such amount to the contractor.

CREDITED - for the amount of retained percentage provided for in the contract.

**BALANCE SHEET ACCOUNT DESCRIPTIONS****212 - Open****213 - Land Contracts Payable - Current Portion**

This account may be used to record the portion of land contracts due and payable during the current fiscal year.

This account is:

DEBITED - for payments made.

CREDITED - for the amount of contracts payable during the current year.

**214 - Due to Other Funds**

This account is used to record short-term amounts due to another fund within the local government unit reporting entity. An offsetting receivable must be recorded in account 084 - Due from Other Funds, in the fund to which the payments are due. (See account 314 - Advances from Other Funds, for long-term obligations).

This account is:

DEBITED - for payment of such amounts.

CREDITED - for amounts due to other funds of the local unit.

**215 through 220 - Open****221 - Due to Cities**

This account is used to record amounts due to cities. Sub-accounts should be maintained for each individual city. A city should use account 214 - Due to Other Funds, to record amounts due to other funds within the same city.

This account is:

DEBITED - for payments on amounts owed.

CREDITED - for amounts owed to any city as debt is incurred.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **222 - Due to Counties**

This account is used to record amounts due to counties. Sub-accounts should be maintained for each individual county. A county should use account 214 - Due to Other Funds, to record amounts due to other funds within the same county.

This account is:

- DEBITED - for payments on amounts owed.
- CREDITED - for amounts owed to any county.

### **223 - Due to Libraries**

This account is used to record amounts owed by a local unit to a public library. A local unit should use account 214 - Due to Other Funds, to record amounts due to its own Library Fund.

This account is:

- DEBITED - for payments on amounts owed.
- CREDITED - for amounts owed to libraries.

### **224 - Due to Road Commissions**

This account may be used to record amounts due to a county road commission for road construction, repair, or for other services rendered to the local unit by the county road commission.

This account is:

- DEBITED - for payment of amounts owed.
- CREDITED - or amounts owed to a road commission.

### **225 - Due to Schools**

This account is used to record taxes collected by the local unit for schools within its area, amounts due the schools within its area, amounts due the schools for services rendered, or for materials purchased, etc. Sub-accounts should be maintained. (See account 234 - Intermediate School Districts)

This account is:

- DEBITED - for payment to schools of amounts owed.
- CREDITED - for amounts owed to any school.

### **226 - Due to Townships**

This account is used to record amounts owed to townships for township taxes collected, services rendered by the townships, etc. Sub-accounts should be maintained for each individual township. A township should use account 214 - Due to Other Funds, to record amounts due to other funds within the same township.

This account is:

- DEBITED - for payments to townships of amounts owed.
- CREDITED - for amounts owed to townships.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **227 - Due to Villages**

This account is used to record amounts owed to villages for village taxes collected, services rendered by villages, etc. Sub-accounts should be maintained for each individual village. A village should use account 214 - Due to Other Funds, to record amounts due to other funds within the same village.

This account is:

DEBITED - for payment to villages of amounts owed.

CREDITED - for amounts owed to villages.

### **228 - Due to State of Michigan**

This account is used to record amounts collected for and owed to the State of Michigan by a local unit of government. Detailed sub-accounts for the various statutory collections and remittances to the state must be maintained.

If additional sub-accounts are needed, please contact the Michigan Department of Treasury, Local Government Financial Services Division, P.O. Box 30728, Lansing, Michigan 48909-8228, or phone 517-373-3227.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

**The Michigan Department of Treasury's Receipts Processing Section requires all payments to be accompanied with the applicable form or remittance advice. Payments made without a Treasury form or remittance advice should include a detailed explanation of why the payment is being made.**

The following sub-account numbers must be used:

01	State Education Tax (SET) (1993 PA 331) MCL 211.901
02	State Income Tax Withheld, 1967 PA 281, MCL 206.351
03	Open
04	Probate Judges' Salary Deduction
05	Notary Education and Training Fund, 2003 PA 238, MCL 55.273
06	Probate Court Shared Fees, MCL 600.877
07	Michigan Judges' Retirement (Entry Fee) MCL 600.880, 600.2529, 600.5756, 600.8371, 600.8381 and 600.8420. NOTE: You have the option to establish subsidiary accounts for separate accounting by circuit, district and probate courts for the amounts deposited by each court and subsequent payments for the State. See forms 295 and 57
08	Legislative Retirement (Share of Entry Fee) MCL 600.2529
09	Community Dispute Resolution Fund MCL 600.2529, 600.5756, 600.8371 and 600.8420
10	Court Equity Fund (State Cost) MCL 600.8381
11	Highway Safety Fund MCL 257.629e 712A.2 \$5.00
12	Inheritance Tax MCL 205.203
13	State Tax-Expense of Sale, MCL 211.59
14	State Institution MCL 14.131 and 205.13
15	Plat Fees, MCL 560.241
16	Pistol Permits, MCL 28.425b
17	Secret Marriages, MCL 551.202 and Delayed Births and Adoptions, MCL 333.2891
18	State Trunk Line Maintenance (MDOT Contracts)
19	Michigan Department of Transportation - Other Services
20	State Conservation Costs (Game and Fish), Fees and Liquidation Damages MCL 324.1609, MCL 324.40119, and MCL 324.48740
21	Circuit Court Commencement Fees, MCL 600.2529 (State's share of fees for various state funds)
22	Federal Surplus Property, 1961 PA 139, MCL 18.257
23	Sales Tax, MCL 205.52 and MCL 205.56
24	Boat Livery Tags, 1995 PA 57, MCL 324.44518
25	Late Filing Fees--Election Campaign Act, MCL 169.201 <i>et seq.</i>
26	Civil Fines (PA 58 of 1998) MCL 436.1703 (50% of under age civil liquor violation fine)
27	Unemployment Compensation, 1936 PA 1, Extra Session, MCL 421.13
28	Circuit Court Family Division Ordered Payments (State's share of Child Care Fund reimbursements, 1982 PA 398, MCL 712a.18(2) (In the County Road Accounting Manual - MDOT - Contracted Projects)
29	DHS Maintenance of Effort, 1939 PA 280, MCL 400.109
30	Driver's License Reinstatement Fee, MCL 257.321a
31	Motor Fuel Taxes, 1959 PA 15, MCL 207.41
32	Driver's License Clearance Fee, MCL 257.321a
33	State License Fee (Health--PA 92 of 2000) MCL 289.3119 and MCL 289.4111
34	Fire Hazard and Prevention-Civil Fine, MCL 29.22
35	Open
36	Community Mental Health Fees--State Grant Money MCL 330.1226a
37	Crime Victim Rights Fund, 1989 PA 196, MCL 780.905
38	Children's Trust Fund, MCL 408.685
39	Probation Oversight Fees, 1989 PA 184, MCL 771.3c



**BALANCE SHEET ACCOUNT DESCRIPTIONS**

40	State Survey and Remonumentation Fund, 1990 PA 346, MCL 600.2567a
41	Secondary Road Patrol and Training Fund (PA 163 of 1991) MCL 257.629e, 712A.2 \$10.00
42	State Court Fund, 1961 PA 236, MCL 600.151a, MCL 600.880, MCL 600.880a, MCL 880b, MCL 600.2529, MCL 600.2538, MCL 600.8420, MCL 600.8371, MCL 600.5756
43	Filiation Fee (PA 146 of 1993) MCL 722.717(8)
44	State Real Estate Transfer Tax, 1993 PA 330, MCL 207.521 to MCL 207.537
45	Forensic Fee (PA 35 of 1994) MCL 12.206
46	Trailer Coach Park Specific Tax, 1994 PA 365, MCL 125.1042
47	Convicted Drunk Driver Assessment, 1998 PA 345, MCL 769.1f - Due State Police
48	Convicted Drunk Driver Assessment, 1998 PA 345, MCL 769.1f - Due State DNR
49	Jail Reimbursement Program Fund-Civil Infraction MCL 769.35 \$5.00
50	Organized Retail Crime Act Reimbursement, 2012 PA 455, MCL 452.1084(4) – Due to State Police
51	Title Search Fee-Delinquent Property Tax Foreclosure, 1999 PA 123, MCL 211.78g (1)
52	DNR Inspection Fee-Delinquent Property Tax Foreclosure, 1999 PA 123
53	Publication/Notice Fee Associated with Forfeited Parcels
54	Open
55	DNA Assessment Due to State Police, MCL 28.176
56	Judicial Electronic Filing Fund, MCL 600.176
57	Juror Compensation Reimbursement Fund, MCL 600.8371
58	Civil Filing Fee Fund, MCL 600.171. This fund is required by 2003 PA 138. Use this account to make all deposits to the State of Michigan as defined in the act and the revised fee schedule issued by the State Court Administrator's Office.
59	Justice System Fund, MCL 600.181. This fund is required by 2003 PA 97. Use this account to make all deposits to the State of Michigan as defined in the act and the revised fee schedule issued by the State Court Administrator's Office.
60	Attorney General Operations Fund, MCL 600.2538 (4). This fund is required by 2003 PA 138 and used to account for deposits to the fund from the Friend of the Court (FOC) payments of support and maintenance fees. This amount represents \$.25 of the total \$3.50 monthly support payment collected by the FOC on each case.
61	Local Correction Officer's Training Fund, 2003 PA 124, MCL 801.4b
62	Homestead Property Tax Interest, 2003 PA 105
63	Sex Offender Registration Fund, 2004 PA 237, <i>Treasury Numbered Letter 2005-1</i>
64	Live Scan Finger Printing – Due to State Police
65	Abandoned Vehicle Fee
66	Driver License Clearance Fee, 2009 PA 194, MCL 257.321c - Due to Secretary of State
67	Open
68	Open
69	Open
70	Open

This account is:

DEBITED - for all payments to the State of Michigan of amounts owed.

CREDITED - for all amounts owed to the State of Michigan.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **229 - Due to Federal Government**

This account is used to record amounts collected for or owed to the federal government by the local unit. Detailed sub-accounts must be maintained and the following sub-account numbers should be used:

- .01 - Federal Income Taxes Withheld
- .02 - Social Security Taxes
- .03 - Medicare Taxes

Additional sub-account numbers and titles may be assigned by local units as needed.

This account is:

- DEBITED - for all payments to the federal government of amounts owed.
- CREDITED - for all amounts owed to the federal government.

### **230 - Due to Other Units of Government**

This account may be used to record amounts collected for or owed to other units of government. Sub-accounts should be used for each separate unit of government.

This account is:

- DEBITED - for all payments to such units of amount owed.
- CREDITED - for amounts owed to other units of government.

### **231 - Payroll Deductions Payable**

This account is used to record amounts withheld from employees (other than social security and income taxes) for payments to other agencies. Examples are health and life insurance premiums, credit union deductions, etc. Sub-accounts should be used for each separate deduction.

This account is:

- DEBITED - for payments to the proper agencies.
- CREDITED - for amounts withheld from employees pay.

### **232 - Due to Employees**

This account may be used to record amounts due to employees of the local unit. Examples are underpayment of salaries, excessive payroll withholding, etc.

This account is:

- DEBITED - for payments to employees of the amounts owed.
- CREDITED - for amounts owed by the local unit to its employees.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **233 - Due to Former Employees**

This account may be used to record severance pay, vacation pay, and other benefits due but not paid when employment was terminated. This account may also be used in a local unit retirement fund to record amounts due to members of the retirement system who have resigned or left the system prior to retirement. Sub-accounts should be used to record amounts due to each former employee.

This account is:

DEBITED - for payments to former employees of the amounts owed.

CREDITED - for amounts due to former employees.

### **234 - Due to Intermediate School Districts**

This account may be used to record taxes or other amounts collected for or owed to an intermediate school district. Sub-accounts should be used for each individual district.

This account is:

DEBITED - for payments to intermediate school districts.

CREDITED - for amounts due to intermediate school districts.

### **235 - Due to Community College**

This account may be used to record taxes or other amounts collected for or owed to a community college. Sub-accounts should be used for each individual college.

This account is:

DEBITED - for payments to community colleges of amounts owed.

CREDITED - for amounts due to community colleges.

### **236 - Due to Special Education**

This account is normally used by counties to record tax collections for special education programs. The Intermediate School District normally administers the special education programs within a county. This account may also be used to record any other amounts collected for or owed to a special education program.

This account is:

DEBITED - for payments to intermediate school districts for amounts owed.

CREDITED - for amounts owed for special education programs.

### **237 through 249 - Open**

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **250 - Bonds Payable - Current**

This account may be used to record the amount of bonds maturing during the current fiscal year. Sub-accounts should be used to record amounts due for each series.

This account is:

- DEBITED - upon payment of such bonds at maturity.
- CREDITED - at the beginning of the year with the face value of bonds maturing during the year. Note that an equal amount must be deducted from long-term bonds payable recorded in account 300 – Bonds Payable.

### **251 - Accrued Interest Payable**

This account is used to accrue bond interest due in the current fiscal year.

This account is:

- DEBITED - upon payment of such interest when due.
- CREDITED - at the end of the fiscal year for the amount of interest expense accrued during the fiscal year but not paid as of the end of the year.

### **252 through 254 - Open**

#### **255 - Customer Deposits and Interest Payable**

This account is normally used in an Enterprise Fund to record the liability created when a customer is required to pay a deposit before receiving services. This is also used to record the liability for interest on customers' deposits in those cases where an enterprise or utility has agreed to pay interest on such deposits. Sub-accounts must be maintained showing account activity for each customer.

This account is:

- DEBITED - when repayments of deposits and accrued interest are made to customers, or with adjustments such as application to outstanding balances due.
- CREDITED - for deposits and accrued interest due to customers.

#### **256 - Open**

#### **257 - Accrued Wages Payable**

This account is used to record wages earned by employees but not due until a later date.

This account is:

- DEBITED - upon payment or by reversing the entry.
- CREDITED - for amounts of salaries and wages earned but not paid as of the end of an accounting period.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **258 - Accrued Taxes Payable (Includes Payroll Taxes)**

This account may be used to record the local unit's liability for taxes incurred but not due until a later date. An example is the local unit's matching portion of social security on an accrued payroll.

This account is:

- DEBITED - upon payment or by reversing the entry.
- CREDITED - monthly, or at the end of the fiscal year for amounts of accrued taxes.

### **259 - Open**

### **260 - Accrued Vacation Payable**

This account is used to record the liabilities for unused vacation.

In proprietary funds this account is:

- DEBITED - upon payment of wages related to vacations.
- CREDITED - as vacation is earned.

In governmental funds this account is

- DEBITED - upon payment of wages related to vacations.
- CREDITED - with an estimate that can be determined using historical trends, budgeted amounts, and internal policies of the government. This estimate should agree with the current portion of compensated absences in the government-wide Statement of Net Position.

[GASB](#) Statement 34 requires local governments to report and disclose the portion of compensated absences that “is due within one year of the statement date.” Compensated absences liabilities become due upon the occurrence of events such as resignations, retirements, and use of leave balances by employees. Because these occurrences and related dollar amounts generally cannot be determined reliably in advance, the portion of compensated absences due within one year should be estimated.

NOTE: The local unit’s liability for all compensated absences is required to be reported and disclosed, including the liability for personal leave, compensatory time, etc. Open account numbers may be assigned account names for each type of leave, or account 260 may be titled Compensated Absences Payable and used to record the liability for all the different kinds of leave.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **261 - Accrued Sick Leave Payable**

In proprietary funds and in the government-wide financial statements, this account is used to record the accrued liability for sick leave (calculated in accordance with GASB Statement 16), on the accrual basis of accounting. "A liability should be accrued as the benefits are earned by the employees if it is probable that the employer will compensate the employees for the benefits through cash payments conditioned on the employees' termination or retirement ("termination payments"). Therefore, an accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals. Alternatively, a governmental entity could estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments." [GASBS 16, ¶8]

DEBITED - upon payment of wages related to sick leave.

CREDITED - when it is probable that the employer will compensate the employees for the benefits through cash payments conditioned on the employees' termination or retirement

### **262 through 264 - Open**

#### **265 - Bonds Payable (Cash Bonds, Appearance Bonds)**

This account is used to record collections of cash bonds such as appearance bonds and bail bonds, the subsequent repayment of these bonds upon court order to the proper party or to the General Fund upon forfeiture. A detailed ledger must be maintained to record the receipt and disbursement of each bond.

This account is:

DEBITED - upon repayment of the bond or transferred to the General Fund upon forfeiture.

CREDITED - for all cash bonds received.

#### **266 - Court Orders Payable**

This account is used to record amounts received by the local unit, in accordance with a court order, for subsequent payment to recipients specified in the court order. A detailed ledger must be maintained showing the account activity for each case or court order.

This account is:

DEBITED - upon payment to the recipients specified in the court order.

CREDITED - for all court ordered amounts received.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **267 - Due to Court Wards**

This account is used to record all amounts collected for or otherwise due to individuals who are wards of the court. A detailed ledger must be maintained showing the account activity for each court ward.

This account is:

- DEBITED - upon payment to court wards of amounts due.
- CREDITED - for all amounts collected for court wards and for any other amounts due to court wards.

### **268 - Unclaimed Money**

This account is used to record unclaimed money in the possession of the local unit such as outstanding or unclaimed payroll checks and other checks, unclaimed meter deposits, other unclaimed trust and agency money, etc. Unclaimed money must be reported to the State Treasurer annually. Unclaimed money is considered to be abandoned:

1. If there has been no owner-generated activity in the account for a specific amount of time as identified in the list of dormancy periods that can be found on treasury's unclaimed property Web site at [www.michigan.gov/unclaimedproperty](http://www.michigan.gov/unclaimedproperty), and
2. Attempts to contact the owner fail. If these attempts are unsuccessful, the money is turned over to the State Treasurer where the owner or the owner's heirs may claim it.

Beginning in 2011, the due date for the annual unclaimed property report (holder report) changed from November 1 to July 1 for property reaching its dormancy period as of March 31.

This account is:

- DEBITED - for any amounts claimed by and paid to rightful owners and for any amounts paid to the state.
- CREDITED - for all amounts determined to be unclaimed.

### **269 - Garnishments Payable**

This account is used to record amounts received or held by the local unit as a result of the garnishment of wages. These amounts are subsequently paid to parties specified in the garnishment order.

This account is:

- DEBITED - for payments to proper parties.
- CREDITED - for amounts of wage garnishments received or withheld from employees.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **270 - Patients or Inmates Trust Money Payable**

This account is used to record personal money being held for patients or inmates while they are lodged in a local unit facility (medical care facility, hospital, jail, etc.). Sub-accounts must be maintained showing account activity for each individual.

This account is:

DEBITED - for payments made to, or on behalf of, such patients or inmates.

CREDITED - for amounts received from, or on behalf of, patients or inmates.

### **271 - Restitutions Payable**

This account is used to record amounts received by the local unit, usually in accordance with court orders, which are to be subsequently paid to injured parties as restitution as directed by the court orders. Subsidiary records must be maintained showing account activity for each case.

This account is:

DEBITED - for payments to designated parties.

CREDITED - for all restitution payments received.

### **272 - Open**

### **273 - Undistributed Receipts**

This account may be used to record collections of money for which the proper account is not immediately identifiable. Examples are money received from the state or federal government which is to be distributed to other funds or other units at a later date. Cash disbursements are not to be made from this account. When the proper distribution is determined, amounts must be transferred from this account to the proper account(s).

This account is:

DEBITED - upon reclassification to the proper account(s).

CREDITED - upon the receipt of money, as described above.

### **274 - Undistributed Tax Collections**

This account may be used as a holding account for various tax collections before analysis and distribution. Cash disbursements are not to be made from this account. When the proper distribution is determined, the amounts must be reclassified from this account to the proper liability account(s) from which disbursements are made.

This account is:

DEBITED - upon reclassification to the proper liability account(s).

CREDITED - upon the receipt of taxes for which distribution will be determined later.



## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **275 - Due to Taxpayers (Tax Overpayments and Duplicate Payments)**

This account is used to record amounts to be returned to persons or firms which overpaid their taxes.

This account is:

DEBITED - upon the return or refund of such overpayments.

CREDITED - with amounts of tax overpayments.

### **276 - Receipts Refundable**

This account is used to record amounts to be returned to persons or firms that have made overpayments or duplicate payments, other than taxes, to the local unit. Use account 275 - Due to Taxpayers (Tax Overpayments and Duplicate Payments), for overpayments and duplicate payments of taxes.

This account is:

DEBITED - upon return of the overpayments.

CREDITED - for amounts of overpayments or duplicate payments received, as described above.

### **277 through 282 - Open**

### **283 - Performance Deposits Payable**

This account is used to record money deposited with the local unit by contractors, other firms or individuals to guarantee the performance of a certain act or acts. Subsidiary records must be maintained showing account activity for each depositor.

This account is:

DEBITED - for the return or other authorized use of such deposits.

CREDITED - for the receipt of deposits described above.

### **284 through 285 - Open**

### **286 - Due to Fiscal Agent**

This account may be used to record amounts due to fiscal agents such as banks for servicing the local unit's maturing debt principal and interest payments.

This account is:

DEBITED - for payments to such fiscal agents.

CREDITED - for amounts due but not paid to fiscal agents.

### **287 through 288 - Open**

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **289 - Unamortized Premiums on Bonds Sold**

This account is used to record the excess of proceeds received from the sale of bonds over and above the par value, which remains to be amortized over the remaining life of such bonds. (This amount does not include accrued interest to the date of sale)

This account is:

- DEBITED - for equal amounts credited to Account 995 – Interfund Transfers Out, Interest Expense over the life of the bonds, and with any balance remaining if bonds are redeemed before the stated maturity dates.
- CREDITED - upon receipt of the bond premiums, as described above.

### **290 through 299 - Open**

### **LONG-TERM LIABILITIES (300 through 359)**

#### **300 - Bonds Payable**

This account is used to record the face value of all long-term bonds which are issued and unpaid.

- NOTE: That bonds maturing during the current fiscal year should be recorded in account 250 - Bonds Payable (Current). Sub-accounts must be maintained showing account activity for each bond issue.

This account is:

- DEBITED - for the amount of bonds retired or transferred to account 250 – Bonds Payable – Current.
- CREDITED - for the face amount of bonds issued.

### **301 through 302 - Open**

### **303 - Open**

#### **304 - Leases Payable (Non-Current)**

This account is used to record present value of the total minimum lease payments to be made during the term of a capital lease (net of the portion allocable to future interest) due after a year or more. Present value is the cash purchase price or principal attributable to the leased asset. Note that the present value of lease payments due during the current fiscal year should be recorded in account 208 - Leases Payable (Current). All delinquent lease principal payments as of the end of a fiscal period must be recorded in Account 208 – Leases Payable (Current). Sub-accounts must be maintained showing account activity for each capital lease agreement.

This account is:

- DEBITED - as lease payments are made or for amounts transferred to account 208 – Leases Payable (Current).
- CREDITED - for the total present value amount of long-term lease payments.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **305 through 306 - Open**

#### **307 - Notes Payable**

This account is used to record all notes of a long-term nature (over one year) owed by the local unit. The current portion of notes payable may be recorded in account 207 - Notes Payable (Current). Detail for each issue of notes is required.

This account is:

- DEBITED - upon payment of such notes and for amounts transferred to account 207 – Notes Payable (Current).
- CREDITED - for the face amount of long-term notes.

### **308 though 313 - Open**

#### **314 - Advances from Other Funds**

This account is used to record amounts owed to other funds of the same local government reporting entity for amounts payable in years subsequent to the current year. Examples are long-term loans, advances for services to be performed in the future, and similar items.

This account is:

- DEBITED - for all repayments of advances or other redemption of this long-term debt.
- CREDITED - upon the incurrence of a long-term obligation to another fund.

### **315 through 327 - Open**

#### **328 - Advances from State**

This account may be used to record amounts owed by a local unit to the State of Michigan where such amounts are due in years subsequent to the current fiscal year. Detailed sub-accounts should be maintained if more than one advance is received.

This account is:

- DEBITED - for any subsequent decreases (repayments) of the advance amounts.
- CREDITED - for amounts of advances received and for any subsequent increases.

#### **329 - Advances from Federal Government**

This account may be used to record amounts owed by a local unit to the federal government where such amounts are due in years subsequent to the current fiscal year. Detailed sub-accounts should be maintained if more than one advance is received.

This account is:

- DEBITED - for any subsequent decreases (repayments) of the advance amounts.
- CREDITED - for amounts of advances received and for any subsequent increases.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **330 - Advances from Local Units of Government**

This account may be used to record amounts owed by a local unit of government to another local unit where such amounts are due in years subsequent to the current fiscal year. Account 314 - Advances from Other Funds, should be used by a local unit to record long-term obligations between its own funds.

This account is:

- DEBITED - for any subsequent decreases (repayments) of the advance amounts.
- CREDITED - for amounts of advances received and for any subsequent increases.

### **331 through 332 - Open**

#### **333 - Advances - Special Assessment Districts**

This account may be used to record proceeds received from bond issues to finance primary and local road construction and improvements in special assessment districts, and advances or prepayments received from individuals and local units in these districts to finance this work. Subsidiary accounts must be maintained for this account.

This account is:

- DEBITED - as work on the district project progresses with offsets credited to revenue account 672 - Special Assessments.
- CREDITED - for the amount of bond proceeds and advances received.

#### **334 – Net Pension Liability**

This account will be used to record the shortfall of net position in a pension system to the total pension liability and should be measured as the portion of the actuarial present value of projected payments that is attributable to past periods of employee service, net of the pension plan's fiduciary net position.

This account is:

- DEBITED - when the portion of the actuarial present value of projected payments that is attributable to past periods of employee service is greater than net of the pension plan's fiduciary net position.
- CREDITED - when the portion of the actuarial present value of projected payments that is attributable to past periods of employee service is less than net of the pension plan's fiduciary net position.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **335 - Net OPEB Obligation**

This account is used to record the amount of a local government's Net Other Post-Employment Benefits (OPEB) Obligation, under [GASB](#) Statement 45. This account is found in the government-wide and proprietary fund financial statements.

This account is:

- DEBITED - for any contributions to the OPEB trust fund in excess of the annual OPEB cost.
- CREDITED - for the amount of contributions in relation to the ARC that is less than the annual OPEB cost.

### **336 through 338 - Open**

### **339 - Unearned Revenue**

This account should be used to record amounts for which asset recognition criteria have been met (such as cash that has been received, or amounts that are receivable), but for which it has not met the revenue recognition requirements and the deferral meets the definition of a liability. (Note that for certain specific situations where the deferral does not meet the definition of a liability, GASB Statement 65 requires the use of account 360, Deferred Inflows). Under the modified accrual basis of accounting, Unearned Revenue would include government-mandated or voluntary nonexchange revenue that is received before the eligibility requirements are met (excluding time requirements - those with only time requirements are to be reported as deferred inflows). It would also include exchange or exchange-like revenues for which the services or goods have not yet been exchanged. This account should be pointed off for individual types of revenue such as recreation programs, advance grant programs, etc.

This account is:

- DEBITED - for amounts reclassified to revenue accounts, as the exchange takes place, or as the eligibility requirements have been met.
- CREDITED - for an equal amount recorded in cash or a receivable account by a local unit which meets the definition of a liability.

### **340 to 342 - Open**

### **343 - Accrued Vacation and Sick Leave Payable**

This account is used in the government-wide financial statements to record the dollar value of the employees accrued vacation and sick leave as of the last day of the fiscal year (calculated in accordance with [GASB](#) Statement 16), less the amount recorded as a current year liability in account 260 - Accrued Vacation Payable, and account 261 - Accrued Sick Leave Payable.

This account is:

- DEBITED - for the difference if the amount calculated at year-end is less.
- CREDITED - at the end of the current fiscal year for the difference between the amount recorded in the account from the previous year and the amount calculated at the end of the current fiscal year if the ending amount is greater.

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **344 through 359 - Open**

### **DEFERRED INFLOWS 360 to 369**

#### **360 - Deferred Inflows**

This account should be used to record amounts that are specifically defined by the [GASB](#) as meeting the definition of Deferred Inflow by GASB 63, GASB 65, or any subsequent amendments. In general, this account applies to assets (cash or receivables) that do not meet the criteria for revenue recognition, and that also do not meet the definition of a liability. At this point, the types of deferrals specified for this category include:

- any modified accrual funds that need to defer revenue solely because it is not available (not collected within their period of availability, generally 30-60 days);
- property taxes or other imposed nonexchange revenue that are receivable (or received) before the period the resources may be used;
- government-mandated or voluntary nonexchange revenue that is awaiting only their time requirements before revenue recognition is appropriate; and
- sale of future revenues.

This account should be pointed off for individual types of revenue such as property taxes, special assessments, etc.

This account is:

- DEBITED - for amounts reclassified to revenue accounts, as the revenue recognition requirements have been met.
- CREDITED - for an equal amount recorded in cash or a receivable account by a local unit which meets the definition of a deferred inflow.

### **360 through 362 – Open for Deferred Inflows**

#### **363 –Drain Orders - Deferred**

This account is used only in the Drain Fund of counties and its balance reflects drain orders payable for years subsequent to the current fiscal year. A detailed subsidiary ledger should be maintained showing liability by year for each drain order.

This account is:

- DEBITED - at the beginning of each year for the amount of drain orders becoming due during the current year. Note that the amount due within one year is credited to account 203 - Drain Orders Payable.
- CREDITED - for the amount of all drain orders issued which become due and payable in years subsequent to the current fiscal year.

### **362 through 365 – Open for Deferred Inflows**

## **BALANCE SHEET ACCOUNT DESCRIPTIONS**

### **FUND BALANCE AND NET POSITION (370 through 399)**

#### **370 through 374 - Nonspendable Fund Balance**

These accounts are used in governmental funds to record the portion of fund balance that is not spendable form (that is, the portion that results from assets that are not spendable - prepaids, inventory, long-term advances to other funds, or other receivables whose collection is not likely in the next year).

- 370 – Fund Balance Nonspendable – Prepaids
- 371 – Fund Balance Nonspendable – Inventory
- 372 – Fund Balance Nonspendable – Long-Term Advances to Other Funds
- 373 – Fund Balance Nonspendable – Other
- 374 – Fund Balance Nonspendable – Other

These accounts are:

- DEBITED - to reduce the account, when nonspendable assets are reduced.
- CREDITED - in the amount of assets that are not in spendable form.

#### **375 through 379 - Restricted Fund Balance**

These accounts are used in governmental funds to record the portion of fund balance that is legally restricted as to the purposes for which it may be used. Often a fund's entire fund balance will be restricted, but sometimes, such as in the General Fund, only a portion will be restricted. These accounts should be pointed off with individual restrictions into separate sub-accounts.

#### **380 through 384 - Committed Fund Balance**

These accounts are used in governmental funds to record the portion of fund balance that is constrained by formal actions of the local unit's highest level of decision making authority as to the purposes for which it may be used. Sometimes a fund's entire fund balance will be committed, but more often only a portion will be committed, so this may take additional analysis. These accounts should be pointed off with individual commitments into separate sub-accounts.

#### **385 through 389 - Assigned Fund Balance**

These accounts are used in governmental funds to record the portion of fund balance that is constrained by the government's intent to be used for specific purposes (but are neither restricted nor committed). Sometimes a fund's entire fund balance will be assigned, but more often only a portion will be, so this may take additional analysis. These accounts should be pointed off with individual assignments into separate sub-accounts.

#### **390 - Unassigned Fund Balance**

Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance [GASBS 54, ¶17]

## BALANCE SHEET ACCOUNT DESCRIPTIONS

### **391 - Net Position, Invested in Capital Assets**

This account is used to record the net equity in capital assets of the local unit. It represents the component of the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt (e.g., bonds, mortgages, notes) that is directly attributable to the acquisition, construction, or improvement of those assets.

This account is:

DEBITED - with the recorded value of capital assets sold or otherwise disposed of.

CREDITED - at year end or monthly with the cost of capital assets acquired during the year.

### **392 through 398 - Net Position, Restricted**

This account is used in a proprietary fund to record the component of the difference between assets and liabilities that consists of assets with constraints placed on their use by either external parties (e.g., creditors or grantors) or through constitutional provisions or enabling legislation.

This account is:

DEBITED - with any reductions of restricted net position.

CREDITED - with the required amount of restricted net position.

### **399 - Net Position, Unrestricted**

This account is used in an Enterprise Fund or Internal Service Fund to record the accumulated earnings of the fund which are not designated for a specific purpose or purposes. It represents the difference between the assets and liabilities of Proprietary Funds that is not reported as net position, invested in capital assets, net of related debt or restricted net position.

This account is:

DEBITED - at year end, with the excess of revenues over expenses for the fiscal year.

CREDITED - at the end of the year, with excess of expenses over revenues for the fiscal period; or with any appropriation from unrestricted net position to a specified reserve account.



## **REVENUE DESCRIPTIONS – GASB STATEMENT 34 – GOVERNMENT-WIDE STATEMENTS**

### **401 through 449 - TAXES**

Taxes are reported as GENERAL REVENUE on the government-wide statement of activities.

Revenue accounts 425-434 may be used for taxes such as Commercial Forest Reserve, National Forest Reserve, Ore, Commercial Housing, Commercial Development, Timber Cut Over, etc.

### **450 through 474 - SPECIAL ASSESSMENTS**

Special assessments are reported as PROGRAM REVENUE on the government-wide statement of activities.

Revenue accounts 450-474 may be used for individual special assessments (both service type assessments and capital type assessments).

### **475 through 500 - LICENSES AND PERMITS**

Licenses and Permits are reported as PROGRAM REVENUE on the government-wide statement of activities.

Revenue accounts 476-489 may be used for business licenses and permits such as Alcoholic Beverages, Health, Police, Public Utilities, Professional and Occupational, Amusements, Cable TV, etc.

Revenue accounts 490-500 may be used for non-business licenses and permits such as Building Permits, Marriage Licenses, Sidewalk Permits, etc.

### **501 through 538 - FEDERAL GRANTS**

Program specific grants and contributions (operating and capital) are reported as PROGRAM REVENUE on the government-wide statement of activities.

Multi-purpose grants that do not provide for specific identification of the programs and amounts should be reported as GENERAL REVENUE on the government-wide statement of activities.

Each type of federal grant should be assigned a separate revenue account number. CFDA numbers will indicate the various grants and the need for a separate account. Certain federal grants are “passed through” the state, so be sure to properly classify the revenue.

### **539 through 579 - STATE GRANTS**

Program specific grants and contributions (operating and capital) are reported as PROGRAM REVENUE on the government-wide statement of activities.

Multi-purpose grants that do not provide for specific identification of the programs and amounts should be reported as GENERAL REVENUE on the government-wide statement of activities (i.e., State Revenue Sharing).

Each type of state grant should be assigned a separate revenue account number. Certain federal grants are “passed through” the state, so be sure to properly classify the revenue.

## **REVENUE DESCRIPTIONS – GASB STATEMENT 34 – GOVERNMENT-WIDE STATEMENTS**

### **580 through 599 - CONTRIBUTIONS FROM LOCAL UNITS**

Contributions from Local Units are reported as PROGRAM REVENUE on the government-wide statement of activities.

These revenues will primarily be found in authorities and joint operations where more than one local unit contributes to the operations of an agency. Examples include Joint Fire Authorities, Transit Authorities, District Health and Mental Health agencies, etc.

### **600 through 654 - CHARGES FOR SERVICES**

Charges for Services are reported as PROGRAM REVENUE on the government-wide statement of activities.

### **601 through 606 - Court Related Charges**

These accounts may be used for court related charges such as Court Costs, Court Bond Cost (from the Trust and Agency Fund to the General Fund), Court Reinstatement, etc.

### **607 through 625 - Fees**

These accounts may be used for fees set by statute, charter, or ordinance such as Real Estate Transfer Tax, Register of Deeds Recording Fees, Treasurer and Clerk Fees, Court Fees, Dismissal and Other Fees (by court order, Probation Oversight Fees, etc.).

### **626 through 641 - Services Rendered**

These accounts may be used for charges for services rendered such as Copies, Road Oiling, Fire Runs, Cemetery Grave Openings, Prisoner Board, Rubbish Collection, Weed Removal, etc.

### **642 through 650 - Sales**

These accounts may be used for sales such as Cemetery Lot Sale, Printed Materials (such as ordinance books), Confiscated Property, Scrap and Salvage Sales, etc.

### **651 through 654 - Use and Admission Fees**

These accounts may be used for charges for services rendered such as fees paid to a local unit to use an athletic facility.

### **655 through 663 - FINES AND FORFEITURES**

Fines and Forfeitures are reported as PROGRAM REVENUE on the government-wide statement of activities.

These revenue accounts may be used for fines and forfeitures such as Parking Penalties, Dog Damage Fines, Penal Fines, Library Book Fines, Ordinance Fines and Cost, Filing Fees Forfeited, Bond Forfeitures, etc.

## **REVENUE DESCRIPTIONS – GASB STATEMENT 34 – GOVERNMENT-WIDE STATEMENTS**

### **664 through 670 - INTEREST AND RENTALS**

Interest and Rentals are usually reported as GENERAL REVENUE on the government-wide statement of activities.

Earnings on endowments or permanent fund investments are PROGRAM REVENUES if restricted to a program specifically identified in the endowment or permanent fund agreement.

Interest earned (when allowed and restricted by law to the specific program) on state or federal grants is PROGRAM REVENUE.

These revenue accounts may be used for income earned from the use of the local unit's assets such as Interest, Dividends, Rent, Royalties, etc.

### **671 through 689- OTHER REVENUE**

Other Revenue is usually reported as GENERAL REVENUE on the government-wide statement of activities.

Operating special assessments which are levied much like a tax for governmental services (such as police and fire levies) are reported as GENERAL REVENUE on the statement of activities.

Operating special assessments to provide services to recipients (such as street lighting and rubbish collection) are PROGRAM REVENUE on the statement of activities.

The gain or loss on the sale of assets is normally reported as GENERAL REVENUE on the statement of activities unless the sale meets the criteria of a SPECIAL ITEM.

### **690 through 699 - OTHER FINANCING SOURCES**

Bond or Insurance Recoveries should be reported on the government-wide statement of activities as GENERAL REVENUE or separately as an EXTRAORDINARY ITEM if the recovery considered both unusual and infrequent in occurrence.

Proceeds received as an other financing source from the sale of capitals would not be reported on the statement of activities. The gain or loss (difference between proceeds received for the assets and net book value of the assets) from the sale of assets is normally reported as GENERAL REVENUE on the statement of activities unless the sale meets the criteria of a SPECIAL ITEM.

Bond and note proceeds should be eliminated on the statement of activities.

Transfers In should be reported separately on the statement of activities.

## REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS

Revenues represent net increases in governmental fund type current assets from other than expenditure refund, operating transfers-in and proceeds from the sale of bonds. Revenue is recognized in governmental funds when it becomes both measurable and available to finance expenditures of the fiscal period. Revenue Accounts 401 through 699 are included in this category.

It is recommended that the local units assign detail numbers to the various types of revenue that are received. The account numbers must be assigned by source as outlined in the revenue account number index. Revenue must be budgeted by source in accordance with the following source groups which are summarized as follows:

<u>Account Numbers</u>	<u>Source Title</u>
401 to 449	Taxes
450 to 474	Special Assessments
475 to 500	Licenses and Permits
501 to 538	Federal Grants
539 to 579	State Grants
580 to 599	Contributions from Local Units
600 to 654	Charges for Services
655 to 663	Fines and Forfeits
664 to 670	Interest and Rents
671 to 689	Other Revenue
690 to 699	Other Financing Sources

### **400 - Revenue Control**

This is a control account which must appear in the general ledger of each fund of local units in which revenues are reported. Its balance must at all times equal the combined total of Revenue Accounts 401 through 699. The account number appears on balance sheets prepared during a fiscal period. However, it does not appear on balance sheets prepared as of the close of a fiscal period since it has then been closed out to fund balance or other surplus accounts.

This account is:

- DEBITED - for any adjustments and this account number is closed to fund balance or another surplus account.
- CREDITED - for total revenues received by a fund.

### **401 - Taxes (Control)**

The use of this account number is mandatory as a control account for various tax revenues. Its balance must be at all times equal to the combined totals of Revenue Accounts 402 through 449. This account number is a source control for revenue used for financial reporting purposes.

This account is:

- DEBITED - for with any adjustments and when the account number is closed to fund balance or another surplus account.
- CREDITED - for the amount of total revenue reported in account numbers 402 through 449.

## REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS

### **402 through 449**

Most local units will use more than the control account for taxes. It is recommended that detail accounts be maintained. When detail tax accounts are used, the numbers assigned to the column headed optional possibilities should be used. These Account Numbers are used for compiling data statewide. Some payments from the state for certain types of property tax adjustment will be coded with these Account Numbers. It should also be noted that Account Number 427 is intended to be used for a community-wide special assessment (such as 1951 PA 33, assessment for police and fire protection). In instances where every property owner in the local unit is paying the assessment, it takes on the characteristics of a tax and should be reported as such. [GASB](#) Statement 34, Paragraph 47(c) requires such an assessment to be reported as General Revenue, and reporting it as a tax will do so (whereas special assessments are always reported as Program Revenue).

#### **Optional Possibilities**

402	Current Real Property Taxes
403	Current Property Taxes - Extra or Special Voted Millage
404 to 409	Open
410	Current Personal Property Taxes
411	Delinquent Real Property Taxes
412	Delinquent Personal Property
413	Open
414	Allowance for Refunds (BOR, MTT)
415	Allowance for Chargebacks
416 to 421	Open
422	Redemptions & Reconveyance
423	Open
424	Tax Reverted Lands
425 to 426	Open
427	Community-Wide Special Assessments
428	Open
429	Commercial Forest Reserve
430	National Forest Reserve Taxes
431	Submarginal Land Act (Bankhead Jones)
432	Payment in Lieu of Taxes (PILT)
433	Commercial Facilities Tax
434	Trailer Tax
435	Accommodations Tax, 1974 PA 263
436	City Utility User Tax
437	Industrial Facility Tax
438	Income Tax
439 to 440	Open
441	Local Community Stabilization Share Tax, 2014 PA 80
442 to 444	Open
445	Penalties and Interest on Taxes
446	Open
447	Property Tax Administration Fee
448	Collection Fees
449	County Expense of Sale

## REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS

### **450 – Special Assessments (Control)**

This Account Number is used as a control account for the special assessment revenues. Its balance must be at all times equal to the combined totals of Revenue Accounts 451 through 474. This Account Number is a source control for revenue used for financial reporting purposes.

This account is:

- DEBITED - for with any adjustments and when the Account Number is closed to fund balance or another surplus account.
- CREDITED - for the amount of total revenue reported in Account Numbers 451 through 474.

### **451 through 474**

The local unit should assign special assessments to Account Numbers 451 through 474.

### **475 - Licenses and Permits (Control)**

The use of this Account Number is mandatory as a control account for license and permit fees collected by local units. The balance in this account must at all times equal the combined totals of Account Numbers 476 through 500 (when these accounts are used to designate specific licenses and permits). This Account Number is a source control for revenue used for financial statement reporting purposes.

This account is:

- DEBITED - for any adjustments and when this Account Number is closed to fund balance or another surplus account.
- CREDITED - for all business and non-business license and permit fees collected by the local unit.

### **476 through 500**

The local unit should assign business licenses and permits to Account Numbers 476 through 489 and non-business licenses and permits to Account Numbers 490 through 500.

476	Business Licenses and Permits
477	Cable TV Franchise Fees
478 to 489	Open for Business Licenses and Permits
490	Non-Business Licenses and Permits
491 to 500	Open for Non-Business Licensees and Permits

## REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS

### **501 - Federal Grants (Control)**

The use of this Account Number is mandatory as a control account for federal grants received by the unit. The local unit may record all of its grants in this one account or may record them separately if they wish. The balance in this account must at all times equal the combined totals of Account Numbers 502 through 538 if detailed accounts are used. This Account Number is a source control for revenue used for financial statement reporting purposes.

This account is:

- DEBITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.
- CREDITED - for all federal grants received by a local unit.

### **502 through 538**

The local unit should assign Account Numbers 502 through 538 as listed below for Federal Grants:

502	Federal Grants - General Government
503 to 504	Open
505	Federal Grants - Public Safety
506 to 512	Open
513	Federal Grants - Sanitation
514 to 515	Open
516	Federal Grants - Health
517 to 518	Open
519	Federal Grants - Welfare
520 to 521	Open
522	Federal Grants - Community Development Block Grants
523	Federal Grants - Recreational and Cultural
524 to 527	Open
528	Federal Grants - Other
529 to 537	Open
538	Federal Capital Grants

### **539 - State Grants (Control)**

The use of this Account Number is mandatory as a control account for state grants received by the local unit. The local unit may record all of its grants in this one account or may record them separately if they wish. The balance in this account must at all times equal the combined totals of Account Numbers 540 through 579, if detailed accounts are used. This Account Number is a source control for revenue used for financial statement reporting purposes.

This account is:

- DEBITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.
- CREDITED - for all state grants received by a local unit.

## REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS

### **540 through 579**

The local unit should assign Account Numbers 540 through 579 as listed below for State Grants:

540 to 542	Open
543	State Grants - Public Safety
544	State Grants - Drunk Driving Case Flow Assistance ( <i>Numbered Letter 1998-5</i> )
545	State Grants - Drug Case Info Management ( <i>Numbered Letter 1998-5</i> )
546	State Grants - Highway and Streets This includes Act 51 and Act 48 or 2002 Revenue
547	State Grants - Court Equity ( <i>Numbered Letter 1998-5</i> )
548 to 551	Open
552	State Grants - Sanitation
553 to 554	Open
555	State Grants - Health
556 to 560	Open
561	State Grants - Welfare
562 to 565	Open
566	State Grants - Recreational and Cultural
567 to 568	Open
569	State Grants - Other To include state appropriations to reimburse property taxes lost to tax exemptions
570	State Grants - Crime Victims' Rights ( <i>Numbered Letter 1994-11</i> )
571 to 573	Open
574	State Grants - Revenue Sharing
575	State Grants - Survey and Remonumentation ( <i>Numbered Letter 1992-12</i> )
576	State Grants - Special Election Reimbursement
577 to 578	Open
579	State Capital Grants

### **580 – Local Unit Contributions (Control)**

The use of this Account Number is mandatory as a control account for contributions from other local units received by the local unit. The local unit may record all of its contribution in this one account or may record them separately if they wish. The balance in this account must at all times equal the combined totals of Account Numbers 581 through 599 if detailed accounts are used. This Account Number is a source control for revenue used for financial statement reporting purposes.

This account is:

DEBITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.

CREDITED - for all local unit contributions received by a local unit.

### **581 through 599**

The local unit should assign Account Numbers 581 through 599 for various contributions from other local units.



## REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS

### **600 - Charges for Services (Control)**

The use of this Account Number is mandatory as a control account for charges for services provided by the local unit. The balance must at all times equal the combined totals of Account Numbers 601 through 654 when these accounts are used to designate specific charges. This Account Number is a source control for revenue used for financial statement reporting purposes.

This account is:

DEBITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.

CREDITED - for all charges for services provided by the local units.

### **601 through 654**

The local unit should assign Account Numbers 601 through 654 as listed below for Charges for Services:

601	Court Related Charges
602 to 606	Open for Court Related Charges
607	Fees
608	Court Filing Fees*
609	Jury Demand Fees*
610	Writ of Garnishment, Restitution, Attachment, or Execution*
611	Attorney Fee Reimbursement*
612	Guardian Ad Litem Reimbursement*
613-620	Open for Fees
621	Probation Oversight Fee*
622	Estate Inventory Fee*
623	Friend of the Court Statutory Handling Fee*
624	Friend of the Court Service Fee*
625	Miscellaneous Court Costs and Fees*
626	Services Rendered
627	Building Inspection Fees
628 to 637	Open for Services Rendered
638	Ambulance Transport Fees
639	Title Search Fee ( <i>Numbered Letter 2000-8</i> )
640	Open
641	Pre-Forfeiture Mailing Notice Cost ( <i>Numbered Letters 2000-8 and 2002-3</i> )
642	Sales
643 to 650	Open for Sales
651	Use and Admission Fees
652	Parking Fees
653 to 654	Other Use and Admission Fees

\* *These accounts are referenced in Numbered Letter 1998-5*

## REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS

### **655 - Fines and Forfeits (Control)**

The use of this Account Number is mandatory. This account is a source control for revenue used for financial statement reporting purposes. The account is used to record revenues derived by the local unit from fines and forfeitures. Fines include dollar amounts assessed as ordinance or law violations such as parking fines, penal fines for state law violations, dog damages, library book fines, etc. Forfeitures are revenues from deposits which accrue to the local unit because of non-compliance or other default on the part of the depositor. This includes such items as guarantee deposits, nomination filing fees, appearance or bail bonds, and similar deposits. All such fines and forfeitures may be credited to this Account Number or detail accounts may be established by utilizing Account Numbers 656 through 663.

This account is:

- DEBITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.
- CREDITED - upon the receipt of fines and forfeitures, as described above.

### **656 through 663**

These Account Numbers are for use by any local unit desiring to account separately for each type of fine or forfeiture.

656	Traffic Violations
657	Ordinance Fines and Costs
658 to 659	Open
660	Statute Costs
661 to 662	Open
663	Bond Forfeiture and Bond Costs

### **664 - Interest and Rents (Control)**

The use of this Account Number is mandatory. This account is a source control for revenue used for financial statement reporting purposes. It is used to record interest, dividends, rents, and royalties earned or received on investments, certificates of deposits, or rental of surplus property. It does not include interest on delinquent taxes which should be recorded in Account Number 445. All interest and rents may be credited to this Account Number or detail accounts may be established by utilizing Account Numbers 665 through 670.

This account is:

- DEBITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.
- CREDITED - upon the receipt of interest and dividend earnings.

## REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS

### **665 through 670**

These Account Numbers may be used by any local unit desiring to account separately for various types of interest and dividend earnings, such as interest on investments, interest on certificates of deposits, dividends, other interest income royalties, rent, etc.

665	Interest
666	Dividends
667	Rent
668	Royalties
669	Investment Gains and Losses
670	Open

### **671 - Other Revenue (Control)**

The use of this Account Number is mandatory. This account is a source control for revenue used for financial statement reporting purposes. This account is used to record all other revenue collected by the local unit that cannot be classified in any other account. This would include refunds, rebates, private donations, etc. Other types are summarized in the index in the column headed optional possibilities. All other revenue may be credited to this Account Number or detail accounts may be established by utilizing Account Numbers 672 through 689.

This account is:

- DEBITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.
- CREDITED - upon the receipt of other revenue.

### **672 through 689**

These Account Numbers may be used by any local unit desiring to account separately for various types of other revenue:

<b>Optional Possibilities</b>	
672	Open
673	Gain/Loss on Sale of Assets (Proprietary funds)
674	Private Contributions and Donations
675	Open
676	Reimbursements
677 to 686	Open
687	Refunds and Rebates
688	Open
689	Cash Over or Short

### **690 - Other Financing Sources (Control)**

This Account Number is used to record non-revenue items such as proceeds from the sales of bonds or notes, insurance recoveries, "operating transfers in," etc. Account Numbers 690 through 699 may be used to record the various types of non-revenue items separately.

**REVENUE/OTHER FINANCING SOURCES ACCOUNT DESCRIPTIONS****691 through 692 - Open****693- Sales of Capital Assets**

This Account Number is used to record the proceeds of sales of capital assets in governmental funds

**694 through 695 - Open****696 - Issuance of Bonds or Notes (at face value)**

This Account Number is used to record the proceeds of bonds or notes.

**697 - Premium on Bonds or Notes**

This Account Number is used to record premiums received from the issuance of bonds or notes.

**698 - Bond or Insurance Recoveries**

This Account number is used to record recoveries from bonds or insurance. In governmental fund financial statements, restoration or replacement of an impaired capital asset should be reported as a separate transaction from the associated insurance recovery. A bond or insurance recovery should be reported as an extraordinary if it is unusual in nature and infrequent in occurrence.

**699 - Interfund Transfers In**

**Note that only Account Number 699 should be used for “operating transfers in.” The Activity Number assigned to each transfer will identify the fund that the transfer came from.**

This account is:

DEBITED - for any adjustments and when the Account Number is closed.

CREDITED - for any amounts received that are non-revenue items.

## **EXPENDITURE/EXPENSE/OTHER FINANCING USES ACCOUNT DESCRIPTIONS**

Expenditures represent a net decrease in financial resources and are recorded when a related liability is incurred. The five mandatory accounts for expenditure classification are by object class according to the types of items purchased or services obtained. These accounts are for personal services, supplies, other services and charges, capital outlay and debt service.

<u>Account Numbers</u>	<u>Detailed Object Class</u>
701 to 749	Personal Services
750 to 799	Supplies
800 to 969	Other Services and Charges
970 to 989	Capital Outlay
990 to 994	Debt Service
995 to 997	Other Financing Uses
998 to 999	Special and Extraordinary Items

These expenditure accounts will be summarized by activity or department for budgetary purposes as pointed out previously in the activity section of this manual.

### **700 - Expenditure (Control)**

The use of this Account Number is mandatory for all funds which have expenditures. The balance of the account must at all times equal the combined totals of expenditure Account Numbers 701 through 799. The account is normally posted monthly from the disbursements journal and appears on trial balances prepared during the year.

This account is:

- DEBITED - for all charges made to detailed expenditure accounts.
- CREDITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.

### **701 - Personal Services (Control)**

This Account Number may be found in any fund of local units. It may be used to record expenditures of a fund for salaries and wages, the local unit's portion of social security, the local unit's retirement contribution, and other employee fringe benefits (hospitalization insurance, employee life insurance). If a unit desires, it may use Account Numbers 702 through 750 to designate specific types of personal services in which case Account Number 701 should be used as a control account. The balance of this account must at all times equal the combined totals of Account Numbers 702 through 750 when it is used as control account.

This account is:

- DEBITED - for all charges for personal services paid from a fund.
- CREDITED - for any adjustments and when the account is closed to fund balance or another surplus account.

## **EXPENDITURE/EXPENSE/OTHER FINANCING USES ACCOUNT DESCRIPTIONS**

### **702 through 750**

These Account Numbers may be assigned by the local unit as desired to designate various categories of personal services.

702	Wages – Full Time Employees
703	Salaries
704	Wages – Part Time Employees
705	Vacation Pay
706	Holiday Pay
707	Temporary Employees
708	Unemployment Compensation (SUTA)
709	FICA
710	Unemployment Compensation/FUTA
711	Medicare
712	Cash in Lieu of Benefits (Insurance Opt Out)
713	Overtime
714	Longevity Pay
715	Pension Expense (See description below)
716	Defined Contribution Pension Plan Expense
717	Defined Benefit Pension Plan Contributions
718	Health Insurance Premiums (Current Employees)
719	Hospitalization Insurance (Current Employees)
720	Gun Allowance
721	Clothing Allowance
722	Food Allowance
723	Retiree Healthcare-OPEB
724	Open for Other Fringe Benefits
725 to 749	Open

### **715 - Pension Expense**

Governmental fund-type primary units of government will allocate pension related expenditures to the various applicable activities. In the case of business-type entities, pension-related expenses may be more frequently included as part of the fringe benefit/operating cost expense.

## **EXPENDITURE/EXPENSE/OTHER FINANCING USES ACCOUNT DESCRIPTIONS**

### **750 – Supplies Control**

This Account Number may be found in any fund of local units. The account is used to record all expenditures incurred by a fund for office supplies, operating supplies, medical supplies, repair and maintenance supplies, etc. If a unit desires, it may use Account Numbers 751 through 799 to designate specific types of supplies in which case this account is used as a control account for all such supplies. The balance in this account must at all times equal the combined totals of Account Numbers 751 through 799 when it is used as a control account.

This account is:

DEBITED - for all expenditures of a fund for supplies.

CREDITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.

### **751 through 799**

These Account Numbers may be assigned by the local unit as desired to designate various categories of supplies:

751	Open
752	Supplies
753	Process Chemicals
754 to 757	Open
758	Diesel Fuel
759	Gasoline
760 to 766	Open
767	Clothing
768 to 770	Open
771	Inventory/Cost of Goods Sold
772 to 789	Open
790	Books
791	Subscriptions and Publications
792 to 799	Open

## **EXPENDITURE/EXPENSE/OTHER FINANCING USES ACCOUNT DESCRIPTIONS**

### **800 - Other Services and Charges (Control)**

This Account Number may be found in any fund of local units. It may be used to record expenditures incurred by a fund for such services and charges as professional and contractual services, state institution charges, veterans' burial, hospitalization, health services, welfare services, communications, transportation, retirement benefits, community promotion, printing and publishing, insurance and bonds, public utilities, repairs and maintenance, rentals, aid to other governments, and other miscellaneous charges. If a unit desires, it may use Account Numbers 801 through 969 to designate specific types of services and charges within this category in which case this account will be used as a control account for such charges. The balance in this account must at all times equal the combined totals of Account Numbers 801 through 969 when it is used as a control account.

This account is:

DEBITED - for all expenditures described above.

CREDITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.

### **801 through 969**

These Account Numbers may be assigned by the local unit as desired to designate various categories of other services and charges:

801	Professional and Contractual Services
802	Open
803	Administrative Services
804 to 810	Open
811	Juror Fees
812	Open
813	Transcript Fees
814	Open
815	Witness Fees
816	Open
817	Trial Court Appointed Attorney Fees
818	Open
819	Appellate Court Appointed Attorney Fees
820	Open
821	Guardian Ad Litem Fees
822	Open
823	Interpreter Fees
824	Open
825	Late Fees
826 to 831	Open
832	State Institutions
833	Veterans' Burial
834	Open
835	Health Services
836	Other Welfare Services
837	Health Insurance Claims



## EXPENDITURE/EXPENSE/OTHER FINANCING USES ACCOUNT DESCRIPTIONS

838 to 839	Open
840	Insurance Premiums
841	Open
842	Unemployment Claims
843	Medical Provider Services
844	Death Benefits
845 to 849	Open
850	Communications (telephone, cell phone, radio, etc.)
851	Mail/Postage
852	Other Miscellaneous Communications (Including Internet Services)
853 to 859	Open
860	Transportation
861	Transportation - Mileage Reimbursement
862 to 873	Open
874	Retirement Benefits (to retirees)
875 to 879	Open
880	Community Promotion
881 to 899	Open
900	Printing and Publishing
901 to 909	Open
910	Professional Development
911	Conferences
912	Meetings
913	Travel
914	Tuition Reimbursement
915	Membership
916	Open
917	Sewage
918	Water
919	Waste and Rubbish Disposal
920	Electric
921	Natural Gas
922	Steam Energy
923	Propane
924	Other Utility Services
925 to 929	Open
930	Land and Building Repairs
931	Equipment Repairs
932	Vehicle Repairs and Maintenance
933	Software Maintenance Agreements
934	Other Repairs and Maintenance
935	Property Liability Insurance
936	Vehicle Liability Insurance
937 to 939	Open
940	Rentals
941 to 945	Open
946	Engineering Services
947	Open
948	Computer Services

## EXPENDITURE/EXPENSE/OTHER FINANCING USES ACCOUNT DESCRIPTIONS

949 to 954	Open
955	Miscellaneous
956 to 963	Open
964	Refunds and Rebates
965	Open
966	State Trunkline Overhead
967	Project Costs (not Capital Outlay)
968	Depreciation and Depletion
969	Amortization Expense

### **970 - Capital Outlay (Control)**

This Account Number is used in governmental funds of local units where capital assets are not reported as part of the fund. This account is used to record expenditures incurred by the local unit for the acquisition of capital assets. Such purchases are recorded at cost and recorded in the appropriate capital asset fund or general ledger account either monthly or at the end of the year (unless reclassified to an Enterprise or Internal Service Fund). A unit can record all capital outlay expenditures within this account or it may account separately for various types of capital outlay expenditures by utilizing Account Numbers 971 through 989. The balance of this account must at all times equal the combined totals of Account Numbers 971 through 989 if separate accounting is maintained.

This account is:

- DEBITED - for all fund expenditures for capital outlay.
- CREDITED - for any adjustments and when the Account Number is closed to fund balance or another surplus account.

NOTE: Capital outlay expenditures for General Capital Assets are normally charged to the fund and activity to which they apply.

## **EXPENDITURE/EXPENSE/OTHER FINANCING USES ACCOUNT DESCRIPTIONS**

### **971 through 989**

Use the Account Numbers as indicated in the Chart of Accounts Index in the column headed optional possibilities, if these accounts are used to provide additional categories of capital outlay.

#### **Optional Possibilities**

971	Land (Point off as needed to designate various sites)
972	Water System (Point off as needed to designate various components)
973	Sewer System (Point off as needed to designate various components)
974	Land Improvements (Point off as needed to designate various sites)
975	Buildings, Building Additions, and Improvements (Point off as needed)
976	Equipment - Roads (Point off as needed) (Use vehicle account for equipment that requires license plates)
977	Equipment - Shop (Point off as needed)
978	Equipment - Engineering (Point off as needed)
979	Equipment - Yard and Storage (Point off as needed)
980	Office Equipment and Furniture (Point off as needed)
981	Vehicles (Point off as needed)
982	Books (Point off as needed)
983	Leases Assets (Point off as needed)
984	Software
985 to 986	Open
987	Depletable Assets (Point off as needed)
988	Construction-in-Progress
989	Street Rehabilitation

### **990 - Debt Service (Control)**

This Account Number is normally found in the General Fund, Debt Service Funds, and other funds which do not service its own long-term debt. It is recommended that this account be used only as a control account and that various types of debt such as principal, interest, paying agent fees, etc., be accounted for separately by utilizing Account Numbers 991 through 994. The balance of this account must at all times equal the combined totals of Account Numbers 991 through 994 if separate accounting is maintained.

This account is:

DEBITED - for all debt payments of the particular fund.

CREDITED - for any adjustments and when the account is closed to fund balance or another surplus account.

### **991 through 994**

Use Account Numbers 991 through 994 for additional categories of debt service.

991	Principal
992	Interest
993	Paying Agent Fees
994	Open

## EXPENDITURE/EXPENSE ACCOUNT DESCRIPTIONS

### **995 through 997 - Other Financing Uses**

#### **995 - Interfund Transfers Out**

This Account Number is used to record the transfer of equity to another fund within the local unit.

#### **996 - Discount on Bonds or Notes**

This Account Number is used to record discounts on bonds or notes.

#### **997 - Transfer to Escrow for Bond Refunding**

This Account Number is used to record transfers to escrow accounts for the purpose of bond refunding.

### **998 through 999 - Special and Extraordinary Items**

#### **998 - Special Items**

Significant transactions or other events within the control of management that are either unusual in nature *or* [emphasis added] infrequent in occurrence are special items. [GASBS 34, ¶56]

Unusual nature—the underlying event or transaction should possess a high degree of abnormality and be of a type clearly unrelated to, or only incidentally related to, the ordinary and typical activities of the government, taking into account the environment in which the government operates. [GASBS 62, ¶46]

Infrequency of occurrence—the underlying event or transaction should be of a type that would not reasonably be expected to recur in the foreseeable future, taking into account the environment in which the government operates. [GASBS 62, ¶46]

#### **999 - Extraordinary Items**

Extraordinary items are transactions or other events that are both unusual in nature *and* [emphasis added] infrequent in occurrence. [GASBS 34, ¶55, as amended by GASBS 62, ¶45–¶49]

**Note that the Activity Number assigned to each transfer will identify the fund that received the transfer.**