

Appendix: Glossary of Terms

Fund Accounting

Because of the legal limitations establishing each fund as a separate accounting entity the attached report does not merge all funds into one report. To do so would present an inaccurate picture of the resource management options available to local districts.

The existence of the various district funds has been established by the State of Minnesota's Department of Education. It includes the following funds with the following purposes:

- **General Fund** - Accounts for all financial resources except those required to be accounted for in another fund. It includes transportation and capital expenditures, which formally had been accounted for in separate funds.
- **Food Service Fund** - Accounts for food service revenues and expenditures.
- **Community Service Fund** - Accounts for services provided to residents in the areas of recreation, civic activities, nonpublic pupils, adult or early childhood programs, or similar services.
- **Capital Projects and Building Construction Fund** - Accounts for financial resources used for the acquisition or construction or equipping of district facilities. Establishment of this fund is authorized by a capital projects referendum or by a bond referendum.
- **Debt Service Fund** - Accounts for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs. Establishment of this fund is authorized by bond issues.
- **Trust and Agency Fund** - Accounts for the resources administered by the district as the trustee or agent for others. Expendable trust funds include memorial and scholarship plans as well as other types of plans.

Terms used in Cost of Teaching and Learning:

Leadership: Building principal and curriculum administration.

Professional Teaching Personnel: Licensed professional staff including regular teachers, special education teachers, social workers, psychologists, speech therapists, and substitute teachers.

Classroom Support Staff: Paraprofessional and clerical staff.

Benefits: Includes FICA, state retirement, workers compensation, insurance, and early retirement expenditures.

Tuition Payments: Expenditures to other education agencies for students who could not be served by the local school district. This largely includes treatment for low incidence special education students.

Appendix (Continued)

Glossary of Terms – Cost of Teaching and Learning

Utilities and Custodial Services: Cost to operate the physical plant included utilities and direct custodial services.

Purchased and Contracted Services: Services purchased from outside the district such as printing expenses, telephone expenses, postage, employee travel, staff development expenses, instructional consultants, student field trips, equipment repair, etc.

Supplies: Classroom supplies, library books, media materials, periodicals, and computer software.

Textbooks: Textbooks and workbooks used in the classroom.

Equipment and Facility Maintenance: Repair of parking lots and drives, electrical and mechanical system maintenance, health and safety code deficiencies, painting, replacement classroom furniture, special assessments, and the purchase of equipment.

Other: Miscellaneous expenses not easily categorized elsewhere in the report.

General and Administrative Expenses:

Personnel Costs: District level administrative and clerical staff including wages, salaries and benefits.

Purchased and Contracted Services: Services purchased from outside the district such as printing expenses, telephone expenses, postage, employee travel, staff development expenses, consultants, equipment repair, etc.

Supplies: General supplies consumed in the operation of the District Office.

Equipment and Facility Maintenance: Repair of parking lots and drives, electrical and mechanical system maintenance, health and safety code deficiencies, painting, replacement classroom furniture, special assessments, and the purchase of equipment,

Utilities and Custodial Services: Cost to operate the physical plant included utilities and direct custodial services.