Data Mining & Coding Guide

Budgeting Department

Updated:
March 12, 2025

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SALARIES & BENEFITS (PAYROLL CODING)
FOR ASSISTANCE WITH KRONOS, PLEASE CONTACT THE PAYROLL DEPARTMENT

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FEDERAL PROGRAMS AND GRANTS
~ INCLUDING ESSER FUNDS ~

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CAPITAL OUTLAY & FIXED ASSETS

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RESOURCES, DATA MINING & GRANT REFERENCING

Updated: March 12, 2025

Shanee Ducker
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Finding Resources

The District Website has multiple resources at your fingertips! From the homepage, you can find helpful information from various departments.

Budgeting Page

To find budgeting information, click "Departments" then select "Budgeting." Likewise, if you want information about procurement, you would select "Procurement and Business Services" and so on.

On the Budgeting page, there are several resources listed by description.

Home »

Budgeting Department Staff »

Forms and Salary & Benefit Cost Estimates »

Funds »

Functions

Object Codes & Common Object List »

Cost Centers

Projects List & Projects Assignment List »

School Recognition Program (A+ Funds) »

Skyward & Training Information »

Coding Guide

2022 - 2023 School Financial Reports

Florida school districts use a uniform chart of accounts for financial, cost, and budgetary reporting. This manual, known as the "Red Book," can be found on the Florida Department of Education website (www.FLDOE.org). The function and object list from Chapter 4 of the Red Book manual can be accessed on the Budgeting website for your convenience. From the menu on the left, select **Coding Guide** for this resource. The Red Book is updated periodically and the update is posted on our website.

Districts use additional Local Education Agency (LEA) codes for internal use. Our district LEA codes can be accessed by selecting Fund, Function, Object, Cost Centers, and Projects.

When coding transactions in Skyward, you will need to use the corresponding LEA code found on the Budgeting webpage. The first two digits of the LEA code and Red Book will agree. The last digit is often different on the LEA code as this is the number we use to "break-down" the Red Book coding.

Attached you will find a common coding guide that Budgeting uses internally for unique and common purchases.

Skyward Data Mining

Skyward has multiple functions. This tutorial will focus on Data Mining. From the "Home" page, you can select "Financial Management" when clicking on the arrow.
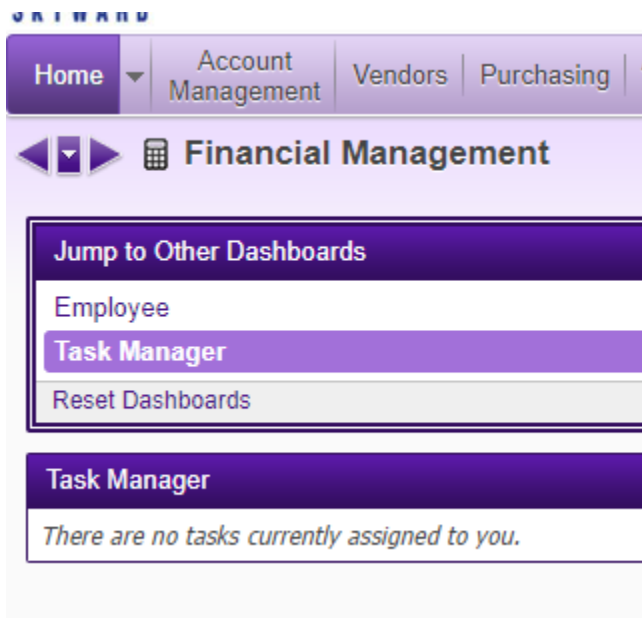
Then select "Account Management" and "Budgetary Data Mining."
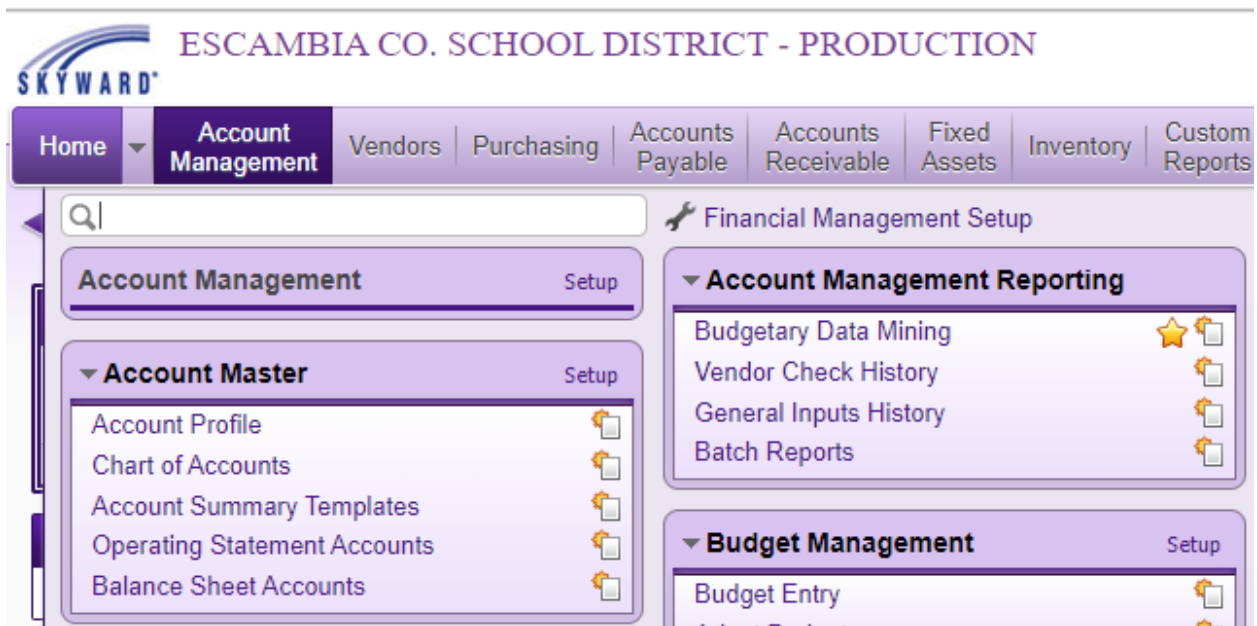
There are various reports and filter options. To begin, it's best to keep your view set to "All Report Types" and Filters set to "My Reports." Once you are comfortable with the interface, you may set up special filters to help with navigation.
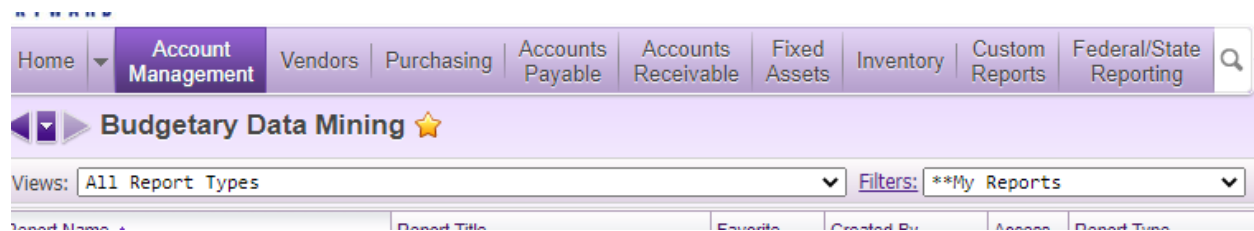
If you have a few reports that you use a lot, you can click on the star beside your favorite reports to add them to your "Favorites" filter.

Once you decide which report to run, highlight it by clicking on it and choose from one of the options on the right side of your screen shown below.
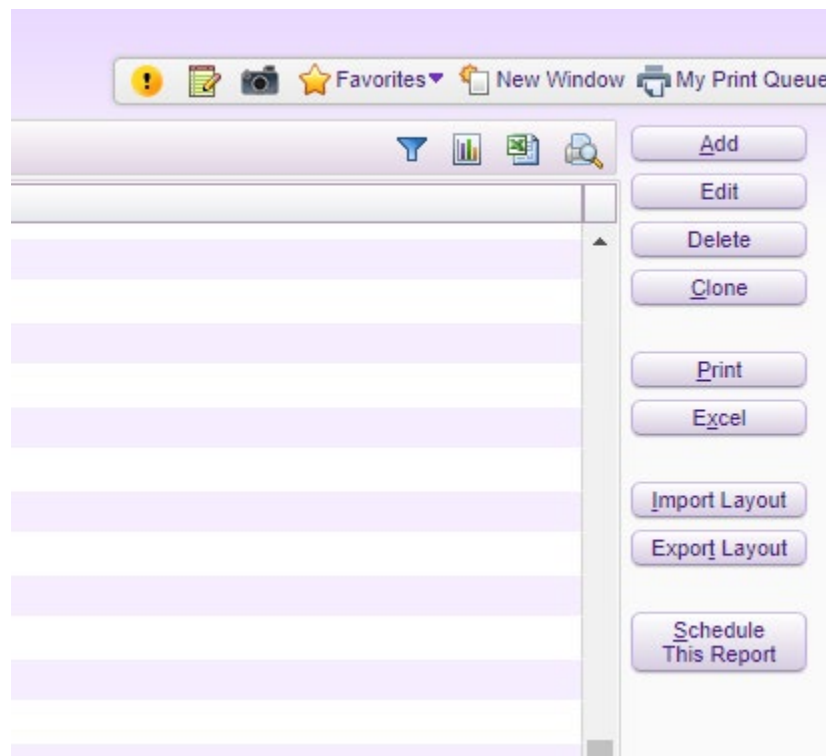
You can print a report to either PDF format or Excel format. When you want to change the parameters or format of the report, select "Edit."

The screen below will appear, giving you six report sections available to change.

The "Account Ranges" section is the one you will change most often. You can change the settings to navigate to a project, function, object, etc.

To change the ranges, click "Account Ranges" then "Edit."

After clicking "Edit" to change the account ranges, this screen will appear. Notice the low and high ranges are 0's to 9's or z's. This setting would run the report to include any account that you have access to. If you want your report to pull in a single range type, the low and high number should be the same. For example, if you wanted to see everything coded to 5100 function, the low and high number would need to be 5100. Once you make your desired changes, click "Save" then "Print."

Cloning Reports

The best way to obtain a report that you want is to clone it from another user. You may also build a report from scratch but that is often a time-consuming project. To clone a report from another user, change the "Filters" to "All Users' Reports." Then sort by "Report name", "Created By", or any other heading that is listed directly below the "Views" and "Filters" Bars.

You can also use the funnel shaped icon shown here to filter down to what you're looking for. Be careful when adding filters because they will remain until you reset them back to default.
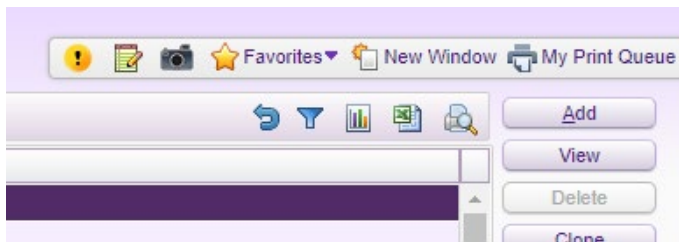
Once you find the report you want, click on the report name and click "Clone."
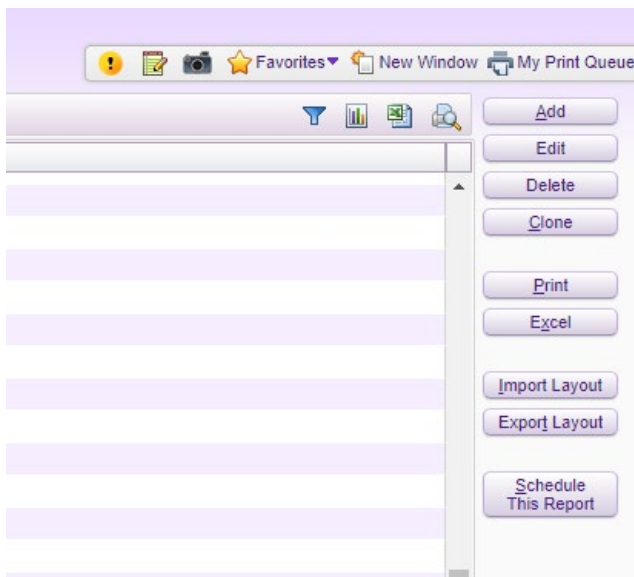
The screen below will appear. You can add the report for one user in the "* Add Report For" section or click on "Clone to Multiple Users" to add multiple people. Once you've selected the people that you want to clone the report to, click "Create Clone."

Follow this same method to clone a report in your library to other users. Remember to refresh the page to see newly added reports.

Other Common Resources

- Code of Federal Regulations (CFR)– Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (www.Ecfr.gov)
- Florida Statutes – Chapter 1003 (www.leg.state.fl.us)
- Florida Department of Education (Office of Grants Management for state and federal awards) (www.FLDOE.org)
- Escambia County School Board Policy can be found on the District website (www.escambiaschools.org) by selecting "District Leadership", "School Board" then "School Board Policy."

Procurement Card Transaction Documentation Requirements

Budgeting Department

Acceptable Purchasing Card Transaction documentation can be a receipt (preferred), a packing slip, order status report, order confirmation report, an invoice receipt, or a like item and must include the following:

1. Date
2. Vendor name
3. Description of merchandise/service
4. Two of the three: unit cost, quantity, line cost
5. If you have multiple shipments and a list of items were purchased, before scanning into Skyward, circle the cost of the items on the list that are charged to the transaction.

Shopping cart screen prints, quotes, or any other pre-order documentation is not acceptable.

Suggestions for a smoother audit:

- If the vendor does not include the unit cost, quantity and line cost, write the missing quantity or cost on the documentation before scanning and attaching to the transaction.
- Instruct cardholders to turn in the packing slips. On most occasions these will suffice as documentation. Do not ask the vendor for an invoice. The correct term regarding a Purchasing Card transaction is a "receipt". Vendors cannot create an invoice for a credit card purchase.
- Do not scan in unnecessary documentation and attach to the transaction. For example, if you have a five-page list of items purchased and only two pages are items that total the amount of the transaction, scan in only the two pages.
- Before submitting the transaction in Skyward, open the attachment and make sure all pertinent information is readable.
- Attachments should be in pdf format. No pictures please.
- Please reference the Escambia County School District Travel and District Purchasing Card Manual for list of prohibited items.
- Instructions to obtain a receipt for transactions with multiple shipments from Amazon.com can be found on the Procurement and Business Services Department's website.
- Parental Involvement activities funded by Title I (projects 53030 and 53050) must have checklist attached in addition to the receipt.
- FL Teachers Classroom Supply Assistance (project 60560), Discretionary Lottery Funds (project 60960), and School Recognition (project 67720) must have School Advisory Council's approval attached in addition to the receipt.

Linking p-card transactions (credits/refunds)

When receiving a credit/refund, the p-card transaction will show a negative amount. Please do the following to reconcile it:

Step 1: Attach the receipt for the credit using the "Attach" feature. Add a description that indicates what the credit is for. The credit should be coded to the same account as the original transaction. 1110A1131 is used for P-Card Receivables (sales tax and unallowable purchases).

Step 2: Add a note using the "Notes" feature to link the credit transaction to the original transaction.

Step 3:

Go to the original transaction and verify that the accounts being used for both the credit and original transaction are the same. Add a note on the original transaction referencing the transaction number for the credit.

Once complete, the original transaction should reference the credit transaction number in the "Notes" section and the credit transaction should reference the original transaction number in the "Notes" section, pointing them to each other.

NOTE: Credits and refunds received on transactions that have been coded to regular expense accounts should be coded back to the same original expense account. This means the two transactions (credit and original charge) should have the same coding. You should follow the same linking process as above.

Skyward Accounting Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	Sub-Project (5)	Program (5)
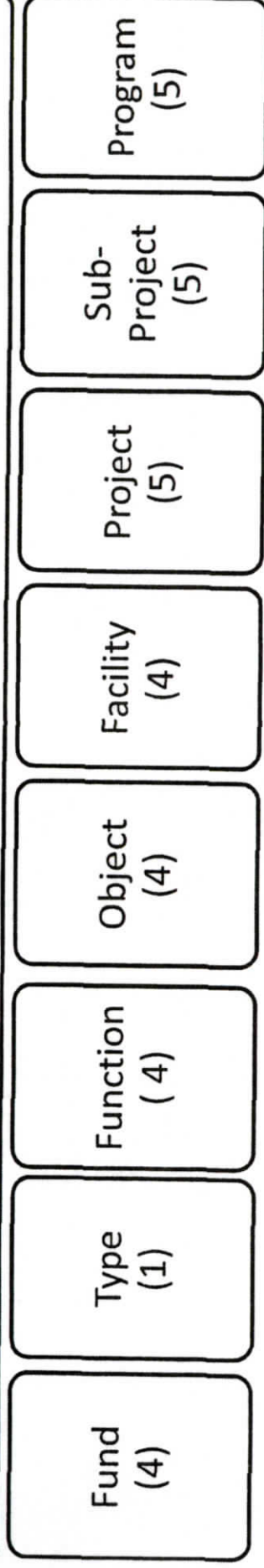
Fund – A fiscal entity that is used for the purpose of carrying on specific activities or attaining certain objectives (e.g., General Fund -1110 and Special Revenue-4210)

Type – The alphabetical letter that represents the class description of the accounting transaction.

Function – The action or purpose for which the person or thing is used or exists. ***Why?***

Object – The service or commodity that is obtained as the result of a specific expenditure. ***What?***

Facility – A cost center (e.g., schools, departments, and building facilities).

Project – The specific areas in which funds are budgeted and expended to carryout a targeted objective.

Sub-Project – A component that represents the fiscal year of a project. Sub-projects are typically used for federal projects in the special revenue fund.

Program – An account dimension that is currently not used by the District. This dimension will default to five zeros.

Escambia County School District Budgeting Department Common Objects Guide

Item Description	Object Coding	Notes
Technology-Related Professional and Technical Services	0319	
Technology-Related Repairs and Maintenance	0359	
AirTame	0519	
Annual Software License or Subscriptions	0369	Apple Apps or other app downloads can be charged to 369
Apple Airpods	0519	
Apple Magic Trackpad	0519	
Apple Pencil	0519	
Apple TV	0519	
Audio Interface (USB)	0649	
Barcode Scanner	0649	
Batteries (Ex: AA, AAA batteries, incl. tool replacement)	0510	
Batteries used for technology purposes (Ex: laptop)	0519	
Bag - Rolling transport for PA system	0649	
Battery Backup Mini-Tower	0649	
Bean bag or foam seating (small and inexpensive)	510	Due to lack of durability, most bean bags and foam seating can be considered a consumable supply. Cost, material, and other factors may be considered in determining if the item should be furniture (642).
Boombox (radio/CD player)	0519	
Buzzer System (Ex. 8-player light up game buzzer system)	0510	
Calculators	0510*	Basic handheld student calculators should be 510 but depending on functions, features, size, and cost, there may be exceptions.*Desktop electric adding machines are 642 unless otherwise determined.
Camcorders	0648/0649	0649 if cost is less than $1,000 per unit
Camera case	0519	
Cameras, camera lenses, and camera stand/tripod	0648/0649	0649 if cost is less than $1,000 per unit
Cases for iPads, laptops, or other electronic devices	0519	
Chairmat	0510	
Chromebooks	0644	
Charging Cart-Ipad & laptop	0648/0649	0649 if cost is less than $1,000 per unit
Charter bus rental & van rental for transporting students	0360	Function 7800
Chromebit	0519	
Chromecast	0519	
Computer privacy screen	0519	
Computer Speakers	0519 / 0644	If purchased at the same time as the computer, code to 0643/0644 with the computer. If purchased separately, code to 0519.
Copiers	0648/0649	Ex: Sharp Copiers (0649 if cost is less than $1,000 per unit)
Copier Start-Up Kit	0519 / 0648 or 0649	If purchased at the same time as the copier, code to 0648/0649 with the copier. If purchased separately, code to 0519.
Cricut	0649	Because they act as a printer/cutter
Crowd Control Stations	Function 7900, Object 0642	Example: Amazon - VEVOR Crowd Control Station
Desk Riser	0642	0642 (not 0649) because it is only used to raise & lower the tech equipment. The equipment does not connect to the desk riser in any way.
Digital Voice Recorder	0519	
Docking Station	0519 / 0644	If purchased at the same time as the computer, code to 0643/0644 with the computer. If purchased separately, code to 0519.
Document Camera	0648/0649	0649 if cost is less than $1,000 per unit
Doorbell (for safety purpose, ex: Reception area of school)	0510	Function 7900, object 0510
Drawing Tablet (Ex. XP-Pen StarG640 6x4" OSU! Ultrathin Tablet Drawing Tablet Digital Graphics Tablet with Battery)	0519	
Drone	0648/0649	0649 if cost is less than $1,000 per unit
Drone Kit (curriculum books and field elements)	0519	
Echo Dot (Smart Speaker with Alexa)	0519	
Electronic Books and Audio Books for CLASSROOM USE	0519	
Electronic Books and Audio Books for LIBRARY USE	0619	
External CD/DVD Player	0649	0649 if cost is less than $1,000 per unit
External Hard drive	0648/0649	0649 if cost is less than $1,000 per unit
Fax Machine	0642	0642 if cost is less than $1,000 per unit
Field Trips-District Buses	0798	
Fingerprinting	0397	
Focus Kiosk	649	0649 if cost is less than $1,000 per unit (7900 function)
Google Chromecast	0519	
Google Meet Hardware	643	0644 if cost is less than $1,000 per unit
Headphones (for student testing)	0519	
Headphones (noise reduction/cancelling)	0510	
Headphone jack removal tool	0519	
Hole Punch (Basic & Electric)	0510*	Basic hole punches should be 510 but there may be exceptions. *Electric hole punches can be 0642 depending on size and cost.
Hotspot	0373	Ex: on Verizon bill (function 7900)
Ipads	0643/0644	0644 if cost is less than $1,000 per unit
Ipad/Tripod Stand	0649	

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Item	Object	Notes
Ipods	0649	0649 if cost is less than $1,000 per unit
Keyboard / Mouse / USB Numeric Keypad	0519 / 0644	If purchased at the same time as the computer, code to 0643/0644 with the computer. If purchased separately, code to 0519.
Keyboard Covers	0519	
Keyboard Tray (attaches to desk)	0642	Still 0642 (not 0649) because it becomes part of the desk, which is coded to 0642.
Laminator	0641 / 0642	0642 if cost is less than $1,000 per unit. Features, size and cost will be considered. Object 0510 may be used in cases where the unit is inexpensive and more feasible to replace than repair.
Maps, globes, posters, charts, exhibits, and recordings	0622	Audiovisuals over $1,000 per unit should be object 621
Manikin	064X	Manual manikins are 0641/0642. Computerized manikins are 648/649. If an iPad is a part of the unit, please ask the vendor to provide the cost of the iPad as a separate line item on the quote (so that it can be tagged separately).
Megaphone (handheld)	0510	
Membership: Amazon Prime & Sam's Club	0798	
Memory (computer/RAM)	0644	
Memory Sticks/Flash Drives/DVD's & CD's (recordable)	0519	Blank DVD/CD's are a supply. DVD/CD's with content are considered audiovisual items (622).
Microphone (wireless); includes Qball Throwable Wireless Microphone	0519	
Microphone carry bag	0510	
Microphone Pop Filter Mask Shield	0519	
Microscope (digital stereo microscope)	0648 / 0649	Digital microscopes are 0648/0649. Nondigital/basic microscopes are 0641/0642. Features, size and cost will be considered.
Monitors	0644 / 0649	If purchased at the same time as the computer, code to 0643/0644 with the computer. If purchased separately, code to 0649.
Monitor Mount	0649	
Notary Fee	0798	
OSMO	0519	Works in conjunction with an app, accessories to the Ipad.
Postage	0371	Function 7900
Postage Machine Ink	0519	Function 7900
Postage Machine Lease/Rental	0360	Function 7900
Printers	0648 / 0649	Ex: Lexmark (0649 if cost is less than $1,000 per unit)
Printer - 3D	0648 / 0649	0649 if cost is less than $1,000 per unit
Projectors	0648/0649	0649 if cost is less than $1,000 per unit
Projector Screen with Remote (motorized)	0648/0649	
Projector Replacement Lamp	0519	
Raptor - Annual Renewal	0369	
Raptor - Scanners & Printers	0649	
Raptor - Supplies (Labels)	0510	
Remote Controls	0519	
Ring Light	0519	
Rugs (Large) - Carpets for Kids Seating (with numbers, letters, circles, etc)	0642	
Scale - Gram scale for science	0642	
Scanners	0649	0649 if cost is less than $1,000 per unit
School Radios for Communicating on Campus	0642	Function 7900
School Radios Replacement Batteries	0510	Function 7900
Shelves (Ex: Sax All-Steel Double Sided Wire Drying Rack, 50 Shelves)	0642	
Shredding Services	0397	Function 7900
Shredder	0642	Function 7900
Skeleton	0641 / 0642	
Smartboards	0648 / 0649	0649 if Smartboard cost is less than $1,000 per unit. Note: The stands should treated as a separate purchase and coded to object 649 so that they are not tagged.
Sneeze Guards	0642	If less than $1,000 each
Speakers (Bluetooth)	0649*	Features, size and cost will be considered. Object 0519 may be used in cases where the unit is inexpensive and more feasible to replace than repair.
Sports Officials & Football Security	0310	Function 7900
Student Admission Fees on Field Trips (not including sports events)	033X	0331: Travel - Local; 0332: Travel - Away; 0333: Travel Away - Out of State
Student Testing, AP Exams, Student Registration Fees	0736	
Stylus Pens for Touch Screens	0519	
Surge Protector	0519	
Tablets	0643 / 0644	0644 if cost is less than $1,000 per unit
Tablet Holder (Foldable Table Dock)	0649	
Telephone (desk telephone)	0642	Function 7900, object 0642 - leaning towards 0642 because it fits the supply vs. equipment criteria.
Teleprompter	0648 / 0649	0649 if cost is less than $1,000 per unit
Tools - screwdrivers, drill bits, wrenches, pocket jigs, socket sets, clamps, and other small non powered hand tools	0510	Features, size and cost will be considered. Object 064X may be used in cases when the unit is non expendable making it more feasible to repair than replace.
Tools - table saws, jig table, drills, tool tables, portable welding tables, tool cabinets, and some power tools	0641/0642	Features, size and cost will be considered. Object 0510 may be used in cases when the unit is inexpensive and more feasible to replace than repair.
Toner for Copier & Ink for Printer	0519	
TV's	0648 / 0649	(0649 if cost is less than $1,000 per unit; including setup, mount, etc.) See installation note below.
TV Installation	0687*	*If paid for in the same FY as the TV was purchased, code to the **same account** as the TV. If a different FY, use 7400 function and 0687 object.

Item	Code	Notes
TV Mount	0519 / 0649	If purchased at the same time as the TV, code to 0648/0649 with the TV. If purchased separately, code to 0519.
TV Stand (Mobile) - Rolling TV Cart	0649	MUST BE APPROVED BY RISK MANAGEMENT DEPT. These are typically not allowed due to safety reasons.
Ultra Drive Dock for Select Apple Macbook Laptops	0519	Ex: Best Buy item 6115810.
VR (Virtual Reality) Games	0369 / 0692	If the game is a renewal, 0369. If the game will not be renewed, 0692.
VR (Virtual Reality) Headset	0649	
Wi-Fi Router	0649	
Warranty on items purchased		Same coding as the item being purchased; ex: scanner coded to 0649, warranty will be coded to the same 0649
Water bottles for students	0510	Function 7900.
Webcam	0648/0649	0649 if cost is less than $1,000 per unit. Features, size and cost will be considered. Object 0519 may be used in cases where the unit is inexpensive and more feasible to replace than repair.
Whiteboard	0510 or 0642*	Basic whiteboards should be 0510 but there may be exceptions. *Whiteboards can also be 0642 depending on size and cost.
Wiggle Stool	0642	See note about furniture purchases.
Wipes (disinfecting wipes)	0510	We allow the disinfectant wipes but do NOT allow air freshener/disinfectant sprays due to individual's allergies. Please consult the Custodial Department for allowable cleaning sprays.
Wireless Interactive Whiteboard System	0519	Features, size and cost will be considered.
Wireless Presenter with laser pointer	0519	
Xebec Tri-Screen	0649	

Allowable Expenditures

Project #	Salaries	Extra Pay	Training	Travel	Supplies	Library Books	*Furniture	Equipment	Computers	Software	Subs	Field Trips
01080					✓	✓	✓	✓		✓		✓
02370					✓	✓	✓	✓		✓		✓
07160	✓											
07180		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
07300												✓
53020	✓											
53030		✓	✓		✓	✓		✓	✓	✓	✓	
53050		✓			✓						✓	
60650						✓				✓		
60700					✓							
60960		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
67720		✓			✓			✓	✓	✓		

*District Approved Furniture

Updated February 26, 2024

Please note that this document is maintained and updated by the Budgeting Department and is subject to change.

Please reference this document rather than a printed copy.

Regular Operations
This is the funding source for general operations of the school and purchasing supplies for various departments. The original budget should be submitted based on the previous year's expenditures and the needs that have been brought to the attention of the principal. As the year progresses it is OK to move funds between the different accounts to accommodate the needs.

Things you **can** purchase:
● Books, equipment, and supplies
● Entrance mats used for student safety (7900 0510)
● Extra pay – School Based Tech (6500 01x9) –
  Professional Technicians (object 0169), Tech Coordinators (object 0139)
● Field Trips – yellow bus (7800 0798, $70)
● Food for instructional purposes (Ex: cooking classes & culinary programs)
● Innovation Center – general & professional magazines
● Innovation Center – purchase of equipment and their repairs
● Kbit-2 Kit (5x00 0510)
● Outdoor movie screen – inflatable (5100 0642)
● Raptor renewal (7900 0369)
● Rewards: ribbons & small trophies, certificates, honor roll (5x00 0510)
● Telephone charges (see note below regarding cell phones)

Things you **cannot** purchase:
● Artificial plants
● Clothing
● Substitutes
● Food for non-instructional purposes
● Gifts or flowers
● Parties
● Personal items: rugs, lamps, mugs, heaters, fans, refrigerators, pictures, etc.
● Rewards: candy, bracelets, award tags
● Training & travel

Funds carryover in reserves (9800 9999).

Note ~ *Cell phones for the Principal and Assistant Principal are now paid with a District project and do not have to be budgeted in this project.*

Project 02370
School Energy Incentive Program
This project follows the same guidelines as the Regular Operations project 01080.

Educational Enrichment Allocation (previously called SAI)

<mark>Project 07160</mark>
Each school is provided an allocation and the Principal allocates to meet the needs of the school. If a district employee is to be paid for from EEA funds, use project 07160. An average salary calculation is used for budgeting positions. These funds for the most part cannot be moved.

<mark>Project 07180</mark>
If there are any funds remaining after allocating for staff the balance is placed in project 07180. These funds are to be used for **instructional** supplies, equipment, books, travel and training, field trips, and software. These funds may be moved between accounts but must stay within the project.

Things you **can** purchase:
- Books, equipment, and supplies
- Extra pay if other than normal hours
- Extra pay for teachers who do KG testing prior to school starting (5100 0129)
- Extra pay – School Based Tech (6500 01x9) –
  Professional Technicians (object 0169), Tech Coordinators (object 0139)
- Field Trips – yellow bus (7800 0798, $70)
- Food for instructional purposes (Ex: cooking classes & culinary programs)
- Innovation Center books & videos (6200 0612/0619 or 0622)
- Innovation Center supplies (6200 0510)
- Kbit-2 Kit (5x00 0510)
- Pensacola Mess Hall (5100 0310), Admission Fee (5100 0736)
- Rewards: ribbons & small trophies, certificates, honor roll (5x00 0510)
- Scripps National Spelling Bee Enrollment (5100 0369)
- Software
- Substitutes while teacher is at training
- Training & travel

Things you **cannot** purchase:
- Clothing
- Food for non-instructional purposes
- Gifts or flowers
- Parties
- Rewards: candy, bracelets, award tags

Funds carryover in reserves (9800 9999).

Note ~ T*raining for Principal, AP, Guidance Counselor is ok. (travel, registration, etc.)*

<mark>Project 12130</mark>
Lost/Damaged Chromebook/Supplies
Funds in this project can be used towards the purchase of Chromebook related items.

Things you can purchase:
- Chargers (5100 0519)
- Replacement Chromebooks (5100 0644)

Note ~ Regarding the student replacement Chromebooks, once the Chromebooks is received by the school, the school needs to email the service tag number to Jim Branton.

Funds carryover in reserves (9800 9999).

High School Minor Sports
These funds are for the minor sports programs.

Things you **can** purchase:
- Appropriate rewards, patches, trophies & certificates (5100 0510)
- AV Materials
- Chaperone costs for regular season games
- Coach's training
- Entry fees (5100 0736)
- Equipment repairs
- Field Trips – yellow bus (7800 0798)
- Instructional materials & equipment
- Officials (5100 0798)
- Security (7900 0310)
- State series passes (5100 0731)
- Student registration/entry fees (5100 0736)
- Student travel (hotel & meals) (5100 033x)
- Student uniforms (to remain the property of the school) (5100 0510)
- Turf for the field (7400 0682)

Things you **cannot** purchase:
- Clothing
- Extra pay
- Food not associated with travel
- Gifts & parties
- Golf umbrellas

Funds carryover in reserves (9800 9999).

Notes:
- This includes football (per TM on 1/18/17)
- Cheerleading is considered a minor sport
- Cheerleading travel is allowed even if they are just cheering for the team (per TM on 4/1/16)
- Cheer Camp (travel & expenses), this is ok even if the camp is during the summer (per Terry 8/23/22)
- Charter bus rental & van rentals used for transporting students (7800 0360)
- Fuel for the vans (5100 033x)
- Principal's travel is ok here, not AP (per TM)

High School Bands

These funds are for the band program. Competition costs for students, instructors and required chaperones are allowed. Other allowable expenses are sheet music, tapes, music stands, field trips, equipment and repairs. Student expenses are coded to function 5100, object 033x.

Things you **can** purchase:
- Color Guard supplies
- Competition costs for students, instructors and required chaperones
- Field Trips – yellow bus (7800 0798)
- MPA fees (5100 0397)
- Sheet music, tapes, music stands, equipment and repairs
- Student registration/entry fees (5100 0736)
- Student travel (hotel & meals) (5100 033x)

Things you **cannot** purchase:
- Clothing
- Food for parties
- Gift certificates
- Gold charms

Funds carryover in reserves (9800 9999).

Notes:
- Band can use 7800 0798 if they are using our bus to go to football game to play
- Charter bus rental & van rentals used for transporting students (7800 0360)
- Fuel for the vans (5100 033x)
- Music stands (0642)
- Yellow bus (7800 0798)

Transport Band to Football Playoffs
The District pays 100% of transportation (charter buses, cars, school buses). Each school must pay 100% of lodging and meals.

Project 13040
Transport Teams to Playoffs
When requesting reimbursement for regional or state playoffs, the District will pay **half** the cost from project 13040. Proper documentation is required. Travel may be reimbursed for cheerleading teams that are competing in district level or higher competitions. This project cannot be used for cheerleaders to accompany other teams to playoffs. This includes football.

Notes:
Covers 50% of travel for students and chaperones and includes the following ~
- Charter bus rental & van rentals used for transporting students (7800 0360)
- Fuel for the vans (5100 033x)
- Meals, transportation and lodging
- Yellow bus (7800 0798)
- Entry fees **not** allowed in this project

The school shall request reimbursement for travel for competitive athletic events sanctioned by FHSAA after district playoffs that take place beyond Santa Rosa County.

Project 13080
Middle School Band & Orchestra
Allowable expenses are sheet music, tapes, music stands, field trips, equipment & repairs.

Things you **cannot** purchase:
- Food for parties

Funds carryover in reserves (9800 9999).

Project 13090
Band Uniforms - High School
Band uniforms are purchased from project 13090 on a rotating cycle.

The District pays 50% up to $28,000 **or** 100% if the cost is $10,000 or less.
The first $10,000 (project 13090) then anything over this is 50/50 (50% project 13090 and 50% internal funds). The max that can be coded to project 13090 is $28,000.

Project 13120

Band & Chorus Uniforms - Middle Schools
Middle school band and chorus uniforms are purchased from this project. The allocation rotates among schools. This project is administered by the Fine Arts Director.

Project 60560

Florida Teachers Classroom Supply Assistance
This project is to be used for *classroom supplies* only. The School Advisory Council's approval must be attached to all purchases and transfers.

Funds carryover in reserves (9800 9999).

Project 60650

Instructional Materials – Innovation Center
An allocation for the Innovation Center.

Things you **can** purchase:
- Books (6200 0612)
- E-Books (6200 0619)
- Internet service of information is an instructional material (6200 0397)
- Maps & globes (6200 0622)
- Software (6200 0369 if subscription)
- Videos (6200 0622)

Things you **cannot** purchase:
- Furniture, fixtures & equipment
- Periodicals
- Supplies
- Support agreements
- Technology Related Furniture, Fixtures & Equipment

Funds carryover in reserves (9800 9999).

<mark>Project 60700</mark>
<u>Science Lab Materials</u>
An allocation for ***consumable supplies*** to aid in science learning.

Things you **cannot** purchase:
- DVD's or videos
- Equipment
- Extra pay
- Software
- Travel

Funds carryover in reserves (9800 9999).

Disc Lottery-School Improvement
The School Advisory Council decides how these funds are spent, within normal guidelines. These funds *should be* spent in the year they are allocated; however, funds that are not spent do carry forward to the reserve account. These funds may not be used for programs that last for more than one year.

The SAC must sign all transfers.

Things you **can** purchase:
- Bus Drivers to transport students to extracurricular activities
- Computers
- Equipment
- Extra pay for after school tutoring
- Field trips – yellow bus (7800 0798), admission to the event (5100 0736)
- Innovation Center books, software, videos, DVD's and equipment (function 6200)
- Microwaves for the cafeteria (7900 0642)
- Pensacola Mess Hall (5100 0310)
- Printers
- Software
- SRO's to be on duty at extracurricular activities (7900 0310)
- Substitutes
- Supplies
- Textbooks
- Travel & registration

Things you **cannot** purchase:
- Clothing is not allowed for any purpose
- Food for any reason
- Gifts & flowers
- Gift cards
- Parties or dinners
- Personal items

Funds carryover in reserves (9800 9999).

Florida School Recognition Program A+
These funds may only be spent on nonrecurring bonuses for faculty and staff, nonrecurring expenditures for educational equipment or materials to assist in maintaining & improving student performance and temporary personnel to assist in maintaining & improving student performance.

The school staff and SAC members must vote on the plan in accordance with Florida Statute.

These funds are intended to be spent in the year in which they are received.

The SAC must sign all transfers.

Things you **cannot** purchase:
- Field trips
- Food or parties
- Rewards

Funds carryover in reserves (9800 9999).

Projects/Grants Assignment List

Fund #	Project #	Project Name	Person Responsible
1110	01000	Regular Operations--Departments	Vicki Perkins
	01080	Regular Operations--Schools	Vicki Perkins
	01200	Library Media Book Review (Extra Pay)	Vicki Perkins
	01210	Library Book Review Committee	Vicki Perkins
	01220	Instructional Material Adoption Extra Pay	Vicki Perkins
	02000	Buildings & Grounds Maintenance	Vicki Perkins
	02370	School Energy Incentive Program	Vicki Perkins
	07070	International Baccalaureate Program	Mellisa Jones
	07160	EEA - School Regular Salaries	Vicki Perkins
	07180	EEA - School Based Allocation	Vicki Perkins
	07220	EEA - PACT, PSAT & CLT Testing	Vicki Perkins
	07230	EEA - Reading Allocation	Vicki Perkins
	07280	EEA - C&I Special Allocations	Vicki Perkins
	07410	IB Bonus Program	Shanee Ducker
	09000	Vocational Education	Vicki Perkins
	09020	Consumable Supply Fee-Regular	Dan Bryan
	09030	Consumable Supply Fee-Law Enforce Trng	Dan Bryan
	09040	Vocational Production Shop Flow-Thru	Dan Bryan
	09090	Welding Lab Fee	Dan Bryan
	09100	Technology Fees	Dan Bryan
	09110	GED Testing Fees	Dan Bryan
	09120	TABE Testing Fees	Dan Bryan
	09130	CJBAT Fees	Dan Bryan
	09140	Adult General Ed Fees	Dan Bryan
	09150	Aviation Lab Fees	Dan Bryan
	10000	Workforce Education	Dan Bryan
	10080	Aviation - Power Plant	Dan Bryan
	10100	Industry Certifications-Performance Based	Dan Bryan
	10110	Adult General Ed Performance Funding Alloc	Dan Bryan
	10120	FJG Workforce Training Grant	Dan Bryan
	10140	Computer Science Certification	Dan Bryan
	10150	Computer Science Bonus	Dan Bryan
	10160	Student Success in Career & Technical Education Incentive Fund	Dan Bryan
	11020	Advanced Placement Add-On Allocation	Mellisa Jones
	11030	CAPE FTE Funds	Dan Bryan
	11120	Aquatic Center	Vicki Perkins
	11340	FL Minority Student (MUSA)	Shanee Ducker
	13000	Community School	Dan Bryan
	13010	High School Minor Sports	Vicki Perkins
	13020	High School Bands	Vicki Perkins
	13030	Transport Band for Football Playoffs	Vicki Perkins
	13040	Transport Teams to Playoffs	Vicki Perkins
	13050	Saturday Football	Vicki Perkins
	13060	Football Helmet Inspection & Reconditioning	Vicki Perkins
	13070	MS & HS Band Inst Rep-Dist Level	Vicki Perkins
	13080	Middle School Band-School Level	Vicki Perkins
	13090	Band Uniforms & Instruments-HS	Vicki Perkins
	13100	Middle School Band & Orchestra-District Level	Vicki Perkins
	13110	Middle School Athletics	Vicki Perkins
	13120	Band & Chorus Uniforms - Middle School	Vicki Perkins

	13130	Athletics	Vicki Perkins
	13140	Middle School Orchestra-School Level	Vicki Perkins
	13200	High School Apparel	Mellisa Jones
	40000	Federal Impact Aid	Dan Bryan
	44000	Reserve Officers Training Corps (ROTC)	Mellisa Jones
	51000	Medicaid - Administrative Claiming	Terry St. Cyr
	51010	Medicaid - Direct Services	Vicki Perkins
	53090	Head Start/Title I Pre-School Program	Ju'Lynn Payne
	53200	JHPA Title I Repayment	Ju'Lynn Payne
	59010	Intensive Reading Initiative Pilot	Ju'Lynn Payne
	59030	Improving Student Outcomes in Mathematics	Ju'Lynn Payne
	60010	Repl. & Maint. Of Voc Ed Equip	Vicki Perkins
	60550	SBO-Recruitment	Vicki Perkins
	60560	FL Teachers Classroom Supply Assistance	Debbie Russo
	60570	Recruitment	Vicki Perkins
	60590	FL Best & Brightest Teacher Scholarship	Mellisa Jones
	60600	Best/Brightest Teacher Non-Cat	Mellisa Jones
	60610	FDLRS Associate Center General Revenue	Dan Bryan
	60620	SEDNET	Dan Bryan
	60630	Youth Mental Health Aware & Training	Dan Bryan
	60640	USF SEDNET	Dan Bryan
	60650	Instructional Materials - Library	Vicki Perkins
	60700	Science Lab Materials	Vicki Perkins
	60960	Discretionary Lottery Funds	Vicki Perkins
	61600	Safe Schools-SRO/CSO/Charter/Behavior	Dan Bryan
	61620	Safe Schools-Contracted Security	Dan Bryan
	61640	Safety School Mapping	Dan Bryan
	61750	Mental Health Assistance	Vicki Perkins
	61760	EEA - Turnaround Allocation	Ju'Lynn Payne
	61970	Digital Classrooms	Vicki Perkins
	62750	Law Enf Trng-Local Revenue Source	Dan Bryan
	62770	Law Enf-Continuing Education	Dan Bryan
	63130	Law Enf Trng-General	Dan Bryan
	63140	Law Academy Scholarship	Dan Bryan
	67660	Scholarships and Grants - George Stone	Dan Bryan
	67720	Florida School Recognition Program	Mellisa Jones
	68180	Florida Student Assistance Grant - Career Ed	Dan Bryan
	68220	Escambia County Road Prison	Dan Bryan
	72500	Adlt Fees-Cap Imprv,Tech Enhnc Equip Bldg	Dan Bryan
	73700	Contributions to Special Ed	Vicki Perkins
	73750	Special Contributions	Vicki Perkins
	73790	Pensacola Electrical Apprenticeship	Dan Bryan
	75420	Voluntary Pre-K Education Program	Ju'Lynn Payne
	75430	Summer Voluntary Pre-K Education Program	Ju'Lynn Payne
	75480	Summer Bridge VPK	Ju'Lynn Payne
	76300	Financial Aid Fees	Dan Bryan
	77700	Child Care (After School) (Dist Operated)	Vicki Perkins
	77710	Child Care (After School) (Contracted)	Vicki Perkins
4210	45210	Pell Grant	Dan Bryan
	45220	Federal Administrative Cost Allowance	Dan Bryan
	45510	Supplemental Educ Opportunity Grant (SEOG)	Dan Bryan
	45770	Military : Afterburner	Mellisa Jones
	45780	Knowing and Embracing World Languages (KEWL)	Mellisa Jones
	45790	All In For The Arts	Mellisa Jones
	45800	E-Sports	Mellisa Jones
	45810	World Language Advanced Readiness Program (WLARP)	Mellisa Jones
	50210	Carl Perkins Postsecondary	Ju'Lynn Payne
	50220	Carl Perkins Secondary	Ju'Lynn Payne

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50240	Perkins Equip Upgrade & Modern	Ju'Lynn Payne
52030	Workforce Innovation & Opportunity Act (WIOA)	Vicki Perkins
52320	FDLRS Associate Center IDEA Part B Discretionary	Ju'Lynn Payne
52340	Sednet/Idea Part B	Ju'Lynn Payne
52350	Sednet/Idea Part B-Trust	Ju'Lynn Payne
52360	IDEA, Part B, Entitlement	Ju'Lynn Payne
52370	IDEA, Part B, Pre-School Entitlement	Ju'Lynn Payne
53000	Title I, Delinquent	Ju'Lynn Payne
53020	Title I, Part A, Basic - Salaries & Benefits	Ju'Lynn Payne
53030	Title I, Part A, Basic	Ju'Lynn Payne
53050	Title I, Part A Basic - Parental Involvement	Ju'Lynn Payne
53060	Title I, Part A, Private School Parent Engagement	Ju'Lynn Payne
53070	Title I, Part A, Basic - Pre-K	Ju'Lynn Payne
53160	Title I, Basic - Private School Services	Ju'Lynn Payne
53410	Adult Geographic	Ju'Lynn Payne
53520	Homeless Children & Youth	Ju'Lynn Payne
53530	Neglected & Delinquent	Ju'Lynn Payne
54010	Title I, UNISIG	Ju'Lynn Payne
54020	UniSIG Supp Tch Alloc	Ju'Lynn Payne
54040	UniSIG Strategic Initiatives	Ju'Lynn Payne
54060	Turnaround Leadership	Ju'Lynn Payne
55370	Title IV, Student Academic	Ju'Lynn Payne
55380	Public Charter School Program	Ju'Lynn Payne
55390	CSP PSC Charter Academy	Ju'Lynn Payne
57050	Foster Student Transportation	Ju'Lynn Payne
57060	Title I, Part A, Roll Forward	Ju'Lynn Payne
57070	Title I, Part A, Ed Services	Ju'Lynn Payne
57700	Title II - Mathematics	Ju'Lynn Payne
57710	Title II - Social Studies	Ju'Lynn Payne
57720	Title II - Private Schools	Ju'Lynn Payne
57730	Title II - Fine Arts	Ju'Lynn Payne
57740	Title II - Reading	Ju'Lynn Payne
57750	Title II - Science	Ju'Lynn Payne
57760	Title II - Language Arts	Ju'Lynn Payne
57780	Title II - Staff Development	Ju'Lynn Payne
57800	Title II - Roll Forward	Ju'Lynn Payne
57820	Title II Private School Roll Forward	Ju'Lynn Payne
58200	Title IX, Part A, Homeless	Ju'Lynn Payne
58810	Title III - English Language Acquisition	Ju'Lynn Payne
58830	Title III, Part A Supplemental Professional Learning Grant	Ju'Lynn Payne
58890	Enhanced Inst Opp for Recently Arrived Imm Child	Ju'Lynn Payne
60710	Heros in the Classroom	Ju'Lynn Payne

PROJECT CONTACT INFORMATION

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