KEAN UNIVERSITY

CHART OF ACCOUNTS

The Chart of Accounts provides guidelines and explanations of the coding necessary to process and record information in the college accounting system. The uniform system of accounts is designed to provide a standardized basis for accounting and facilitate analysis and reporting of accounting information for fiscal control and budget purposes.

The object account codes described on the following pages are used to identify articles purchased or services obtained. The definitions provide examples for each category. The examples should be considered as samples and not exhaustive definitions.

It is very important that all cost center directors review the definitions for the object accounts.

There will be periodic updates to our account code structure from time to time. These will be incorporated in this document.

KEAN UNIVERSITY
BUDGET OFFICE
ACCOUNT CODE STRUCTURE

XX - XXXXXX - XXXXX

FUND COST CENTER OBJECT

The Kean University account number consists of a two-digit Fund, a six-digit Cost Center (organization sub-unit) and a five-digit General Ledger Object Account.

This structure was adopted after researching alternative structures in use at other colleges, both by COLLEAGUE and non-Colleague system users.

FUND

The college adopted a two-digit fund to provide expanded use of self-balancing accounts; for restricted (federal, state etc.) funds, and in Plant Funds.

COST CENTER

The six-digit cost center provides expansion for organizational sub-units, beyond the three-digit scheme used in the state Appropriation Account System.

OBJECT

The five-digit object allows the establishment of a full General Ledger Chart of Accounts, including revenue and expenditure codes, which relate to the state's two-digit code.

The following pages describe the coding scheme to the lowest objective level of accountability. Material presented in Fund, Cost Center, and Object sequence; with the applicable section of account number highlighted at the top of the page.

KEAN UNIVERSITY
BUDGET OFFICE
ACCOUNT CODE STRUCTURE

XX - XXXXXX - XXXXX

FUND COST CENTER OBJECT

The Object section of the document number defines General Ledger classification, as follows:

1xxxxx Assets

2xxxxx Liabilities

3xxxxx Fund Balance and Reserves

4xxxxx Revenues

5xxxxx Expenditures

6xxxxx Funding Transfers

8xxxxx Scholarships

The organization and structure conform to AICPA and NACUBO guidelines for colleges and universities and is consistent with coding schemes in use as The Department of Treasury, Office of Management and Budget, for revenue and expense.

The object code structure will allow the college to report financial information to diverse parties as follows:

1. To internal and external offices, who require the highest degree of conformity to professional guidelines and industry standards.
2. To state offices, consistent reporting requirements for budget preparation and expenditure reporting.
3. To internal departments, deans and executive management; for the day-to-day monitoring of revenue and expenditure requirements.

KEAN UNIVERSITY
BUDGET OFFICE
EXPENDITURE OBJECT CODE STRUCTURE

CATEGORY – SALARIES & WAGES

Salaries & Wages – Full Time

51120	SAL-REGULAR
51130	SICK LEAVE EXPENSE
51131	VACATION LEAVE EXPENSE
51132	PERSONAL LEAVE BANK
51133	COMP DAYS
51135	SAL-STIPEND
51150	SAL-OVERTIME
51160	SAL-OVERLOAD
51161	SAL-SUMMER OVERLOAD
51170	HOLIDAY PAY-POLICE
51180	ALLOC SALARY
51190	RELOCATION-FRINGE BENEFITS

Salaries & Wages – Part Time

51210	SAL-ACADEMIC SPECIALISTS
51230	SAL-ADJUNCTS
51231	SAL-SUMMER ADJUNCTS

Salaries & Wages - Students

51320	STUDENT STIPENDS
51340	SAL-GRADUATE ASSISTANTS
51341	SAL-GRADUATE ASSISTANTS SUMMER
51370	SAL-COLLEGE WORK STUDY
51380	SAL-STUDENT AIDES

All payments to Kean University employees must be classified under one of the above object codes and paid via payroll.

CATEGORY – MATERIALS AND SUPPLIES

Object Code	Account Title
50200	Food
50210	Print/Office Supplies
50215	Educational Supplies
50216	Clinic Supplies
50220	Lab/Studio Supplies
50225	Research Supplies
50230	Vehicular Supplies
50240	Household & Clothing
50250	Fuel & Utilities
50260	Student Food Voucher
50280	Uniform Allowance

Materials and supplies are defined as tangible consumable articles used for operations. Items used for the maintenance of machinery or equipment are not considered for operations. In addition, certain services as indicated in the following definitions should be classified in this category.

50200 FOOD

This includes all food items for human consumption. Food Services are not to be included in this account, but under the Official Reception account (50380).

50210 PRINT/OFFICE SUPPLIES

This account is used for all printing services and materials as well as all materials used in the general operation of an office.

1. Stationary Supplies
2. Printing and duplicating supplies
3. Photocopy and micro filming supplies and all charges for photocopy and electrostatic copying equipment rentals and supplies including installation, removal and relocation of equipment.
4. Printed materials such as letterheads and envelopes, decals, forms, publications (except periodical) and blueprints.
5. Supplies for examination purposes.
6. Service Awards.
7. Notary Public seals, stamp pads; other official seals.

Mailing services such as stuffing or addressing envelopes should not be paid against this object code but against 50360.

50215 EDUCATIONAL SUPPLIES

This account includes materials and supplies used for: Teaching or instruction of students, Library operations including microfilm, microfiche, books, periodicals, audiovisual materials and subscriptions, medicines, drugs, all athletic supplies including team uniforms.

50216 CLINIC SUPPLIES

This account includes supplies used for: the operation of medical facilities and for medical examinations and treatment in community clinics.

50220 LAB/STUDIO SUPPLIES

This account includes all supplies for labs including chemicals, gases and specimens.

50225 RESEARCH SUPPLIES

This account includes all supplies and needs for research purposes.

50230 VEHICULAR SUPPLIES

This account includes expenditure on gasoline, oil, grease, tries, and tubes, without limitation as to unit cost.

50240 HOUSEHOLD & CLOTHING

This account includes housekeeping supplies and furnishings such as:

1. Sanitary, exterminating and cleaning supplies.
2. Sheets, blankets, bedding, mattresses.
3. Window shades, curtains, blinds, drapes, unattached floor coverings, flags and flagpoles.
4. Electric light bulbs, fluorescent tubes and starters, fuses, flashlights and batteries.
5. Towels, toilet supplies.
6. First-aid kits (and refill items), paper towels, bottled water, ice.

Materials and supplies (except food) for preparation and serving including kitchen and dining hall supplies. Materials and supplies for laundry and dry-cleaning. Identification and directional signs. Clothing includes uniforms and work clothes.

50250 FUEL & UTILITIES

This account includes all materials and supplies used to produce heat, power and water; all charges for heating and cooling, electric current, water, sewerage, and rental of utility poles and street lighting.

CATEGORY – SERVICES OTHER THAN PERSONNEL

Object Code	Account Title
50300	Travel
50301	Student Travel
50302	Mileage Reimbursement
50303	Virtual Conference-Professional Development
50308	Service Fee-Union Township
50310	PT Tuition Rutgers
50311	Employment Services Temps
50315	Telephone-Internet-Cable
50320	Postage
50330	Insurance
50340	Computer Services/Software
50350	Household & Security
50360	Professional Services
50365	Legal Services
50366	Clinic Education/Site Fees
50370	Advertising
50380	Reception (Food Only)
50390	Membership Fees & Subscriptions

Charges to this series of accounts represent the cost of purchased services which are primarily non-personal or of a contact nature under which no "employer-employee" relationship is established. Unless it can be clearly shown that the "employer-employee" relationship does not exist, it shall be assumed that such a relationship exists, and the individual shall be considered an employee.

50300 TRAVEL

This account is used for travel of college officials and prospective employees. This includes public carrier fares; food and lodging; automobile hire; car parking charges; mileage allowances; tolls; and registration fees for conferences.

50301 STUDENT TRAVEL

This account is used for student travel for conferences and research presentations.

50302 MILEAGE REIMBURSEMENT

This account is used for mileage reimbursement for university business as outlined in the University Travel Policy.

50303 VIRTUAL CONFERENCE – PROFESSIONAL DEVELOPMENT

This account is used for virtual conferences, webinars and professional development that DO NOT require physical travel. If you are presenting and representing Kean virtually you must use 50300 to be reviewed through the travel process.

50310 PT TUIITON RUTGERS

Contract with Rutgers University for the DPT Program.

50311 EMPLOYMENT SERVICES TEMPS

This account includes all temporary employees for special projects where a short-term employee is needed.

50315 TELEPHONE-INTERNET-CABLE

This account includes all charges for telephone services and internet service, including telephone answering services and directory listings, and rental of data transmission lines as well as cable.

50320 POSTAGE

This account includes the charges for postal fees, post office box rentals, parcel delivery service, and contract messenger service.

50330 INSURANCE

This account includes all charges for insurance (except life insurance and health benefits insurance) including; Fire, casualty, marine, surety bonds, boiler and elevator insurance, and any other miscellaneous types of coverage.

50340 COMPUTER SERVICES/SOFTWARE

This account includes all expenditure on Information Processing services and software.

Charges to this object include:

1. Information processing services performed.
2. Information processing support services such as customer engineering, systems engineering, and EDP consulting.
3. Rental payments for information processing equipment (excluding lease purchase agreements) and maintenance costs.
4. Software purchases, rental/license payments and maintenance costs.

50350 HOUSEHOLD & SECURITY

This account includes charges for:

1. Custodial and security services; uniform; towel and linen rentals; laundry and dry cleaning; extermination; refuse disposal; armored car service; installation, rental and maintenance of vendor owned security equipment.

50360 PROFESSIONAL SERVICES

This account includes charges for:

1. Medical and psychiatric examination, diagnosis, treatment, and consultations.
2. Hospital charges for room and board, drugs, appliances, supplies, x-ray and fluoroscopy, and laboratory tests.
3. Educational consultants, special instruction, speech evaluation, and corrective therapy.
4. Psychological consultants and therapy
5. Fees and honorariums paid to speakers at meetings, assemblies, and baccalaureate and commencement exercises.
6. Payments to cooperating teachers (for students teaching supervision).
7. Firms or individuals who, for a fee, render professional services of a technical nature directly to management in areas such as: program planning and evaluation, organization development, work program planning and evaluation, organization development, work analysis, information system development, operation analysis, management policies and practices, financial information, and engineering services.
8. Legal fees, court reporting services, court and hearing transcripts, hearing stenographers.
9. Modeling services.
10. Fees to collection agencies.
11. Accreditation fees.
12. Fees for Notary Public Commissions
13. Leadership Development seminars and workshops include meals, lodgings, meeting rooms, audio-visual aids, etc.
14. All other services that are not classified in any other account.

50366 CLINICAL EDUCATION/SITE FEES

Doctoral Programs clinical site agreements for clinical rotations and contracts for educational purposes.

50370 ADVERTISING

This account includes all charges for legal and other advertising, such as solicitation of bids, publication of official notices and personnel recruitment.

50380 RECEPTIONS (FOOD ONLY)

This account includes charges for entertainment of students and other sponsored social activities or functions; commencement and convocation expenses; and meals and refreshments served to guests at official receptions, meetings or conferences. Charges to this account must be in accordance with college regulations. **No alcohol**.

50390 MEMBERSHIP FEES & SUBSCRIPTIONS

Charges for memberships, representation or association with organizations or institutions established in fields pertinent to the College's activities or programs charged to this object.

CATEGORY – MAINTENANCE AND FIXED CHARGES

Object Code	Account Title
50400	Repair – Buildings & Ground
50410	Repair – Equipment
50420	Maintenance-Vehicles
50430	Snow Removal
50440	Rent – Buildings & Grounds
50470	Rentals

This series of accounts is used for recurring charges. Recurring charges are defined as those necessary for routine repair and maintenance of buildings, property and equipment in order to keep them in operation and prevent deterioration. Included are:

1. Preventative maintenance.
2. Maintenance contracts.
3. Repair and construction projects under $2,500, including repairs to equipment and replacement of component parts thereof; repair and replacement of buildings and parts thereof; and building renovations and alterations.

50400 REPAIR – BUILDINGS & GROUNDS

This account includes all repairs and maintenance to the university's real property, by departmental personnel or by contract, which does not affect the purpose for which the property was originally intended. It includes the cost of maintaining buildings and sewer, boiler, heating and cooling, electrical, water supply, and plumbing systems. It includes the maintenance of maintenance equipment such as the following: generators, concrete mixers, air compressors, power saws, planer, welders, chain saws, and pumps.

This account also includes the costs of ground maintenance and landscaping (materials and services). In addition, the costs of architectural or engineering services for construction projects for maintenance or repair shall be charged to this account.

New or replacement maintenance equipment with unit costs of less than $1,000 should be charged to this object. Maintenance equipment items with a unit cost of $1,000 or more should be charged to object code 50700.

50410 REPAIR – EQUIPMENT

This account includes:

1. Maintenance of all office furniture, office machines, and related equipment (EXCEPT DATA PROCESSING EQUIPMENT).
2. Maintenance of housekeeping and furnishing items, such as upholstering, carpeting and drapes; food preparation and serving equipment; laundering and cleaning equipment; security and communication equipment.
3. The maintenance of all equipment is not classified elsewhere.

50420 MAINTENANCE – VEHICLES

This account includes costs of all vehicle parts and maintenance (including tools), other than those enumerated in account 50230, without limitation as to unit cost. Maintenance of all types of vehicular equipment is included here.

50440 RENT – BUILDINGS & GROUNDS

This account includes charges for any building or land except storage garage or charges for emergency or short-term facilities.

50470 RENTALS

This account includes all rental charges not elsewhere classified such as equipment rental, charter fees for buses, garage rentals and vehicle storage charges, postage meter rental, safe deposit rental, and short-term, emergency or emergency storage charges.

CATEGORY – SPECIAL PURPOSE

Object Code	Account Title
50500	Extraordinary
50510	Awards-Promotional Giveaways
50511	Prizes-Taxable
50549	Collection Costs
50570	Claims-Settlements

Object code 505XX are special purpose objects used for unique program identification.

50500 EXTRAORDINARY

This account is for any extraordinary expenses that occur one-time such as rights to plays and copyright expenses.

50510 AWARDS-PROMOTIONAL GIVEAWAYS

This account includes the costs of all giveaways, including t-shirts, marketing materials and prizes.

50511 PRIZES-TAXABLE

This account includes all prizes with a taxable component for the recipient.

CATEGORY – SPECIAL PROJECTS / EVENTS

Object Code	Account Title
50600	Special Projects
50670	Student Events
50680	Annual Projects/Events

Object code 506XX are special purpose objects used for unique program and annual event identification.

50600 SPECIAL PROJECTS

This account is for any special projects and their associated expenses.

50670 STUDENT EVENTS

This account is for any student events being coordinated by the auxiliary departments and on campus departments, including senior class night, res life events, bus trips etc.

50680 ANNUAL PROJECTS/EVENTS

This account is for any annual projects or events that do not fit within another category.

CATEGORY – CAPITAL ADDITIONS, IMPRROVEMENTS & EQUIPMENT

Object Code	Account Title
50700	Improvement – Buildings & Grounds
50710	Fence Replacement
50720	Perimeter Sidewalks
50730	Road Repair
50740	Vehicular Equipment
50750	Audio-Visual Equipment
50760	Equipment – All Other
50770	Computer Equipment
50780	Computer Equipment-Lease
50790	Infrastructure Wiring

Included in this category are all expenditures for the purchase of land; purchase and construction of realty improvements, new or additional items of equipment or other property; all improvements to buildings and land which result in a material improvement to, or alternation of, the property beyond its original purpose or capability. Additionally, non-recurring maintenance and replacements, as defined below.

Non-recurring maintenance and replacement constitutes unusual or essentially "one time" repairs and the replacement of major items. It also includes (1) repair and maintenance, including the replacement of components of a routine nature where the project cost is $2,500 or more, and
(2) equipment replacement where the unit cost exceeds the limits imposed under definitions of various accounts.

Any project with an estimated cost of $50,000 or more shall be considered as a 'capital" project and shall be charged the appropriate capital project fund.

50700 IMPROVEMENT – BUILDINGS & GROUNDS

This account includes renovation and alteration projects and additions which materially affect the structure or the purpose for which the structure was used. Any improvement which results in increased capacity or increased operational effectiveness should be included in this account.

50740 VEHICULAR EQUIPMENT

Included in this category are all expenditures for completed vehicle and equipment units including automobiles, trucks, snow removal equipment, cranes, bulldozers, power shovels, forklifts and other construction and materials handling equipment.

50750 AUDIO-VISUAL EQUIPMENT

Included in this category are all expenditures on audio visual equipment, television, microphones and cameras.

50760 EQUIPMENT – ALL OTHER

Included in this category are all expenditure on office equipment, housekeeping and furnishing items, education equipment, and all other equipment not classified elsewhere.

50770 COMPUTER EQUIPMENT

Included in this category are all expenditures for:

1. Data Processing Equipment.
2. Word Processing Equipment.
3. Equipment used in conjunction with Data Processing Equipment and Word Processing Equipment such as monitors, modems, printers, and expansion boards.

CATEGORY – STUDENT AWARDS & WAIVERS

Object Code	Account Title
53150	Student Stipends (Non Service)
53180	Student Tuition-Fee Waiver
53250	Room Rent Waiver
53260	Board
53270	Room Rent

53150 STUDENT STIPENDS (NON SERVICE)

This account is used by ORSP for payments made to students that are not tied to any work or service requirement. These stipends are provided to support the student's living expenses, education-related costs, or research, and they do not require the student to perform a job or duties (such as teaching or research assistant work) in return.

53250 ROOM RENT WAIVER

This account is used by Residential Student Services and select on campus programs to expense the waivers associated with providing housing to Resident Assistants and students.

53260 BOARD

Included in this category are all expenditures for providing meals to students. This account is to be used instead of "5038" official reception for meal plans.

53270 ROOM RENT

This account is used to expense rooms provided to student by Residential Students Services.