

## **DEFINITION OF FUNDS**

**Education Operating Fund** -- Maintained in each county to account for all county-based income and expenses for the operation of the ISU Extension and County Extension programs. This fund is the Education fund allowed in the Extension law. [Specific categories](#) should be developed in Quicken to account for income and expenses in this fund.

All the accounts associated with the operation of the County Extension District are included in the Education Operating fund. These include but are not limited to an Education Operating checking account, money market account, savings account, CDs, liability accounts for payroll, cash accounts for cash box, petty cash, etc.

**Agency Fund** -- Used to account for assets held solely in custodial capacity for a cooperating entity who owns and manages the money. All the accounts associated with the entities for which we act as an agent and handle their monies are included in the Agency fund. Generally, this is only an Agency Checking Account. Specific categories can be developed in Quicken to account for income and expense for each entity.

## **DEFINITIONS FOR COUNTY ACCOUNTING**

These definitions refer to the [Main Categories](#) List used in budgeting and reporting.

<b>Cat #</b>	<b>Description</b>	<b>Definition</b>
<b>0</b>	<b>Carry Forward</b>	All cash on hand in operating fund at beginning of fiscal year.
<b>1</b>	<b>Property Tax</b>	This included current property tax, and Ag Land Credit, Disabled Veteran's Homestead Credits, Elderly & Disabled Credit, Family Farm Credit, and Homestead Credit.
<b>2</b>	<b>Other Tax &amp; Replacements</b>	These are "Other Taxes" collected by the County Treasurer, but not part of current property taxes. This includes Delinquent Taxes, Grain Handled Taxes, Military Service/Mobile Home Replacement, Mobile Home Taxes, Mobile Home Elderly Replacement/Credit, and Utility Tax Replacement Excise Taxes.
<b>3</b>	<b>Interest</b>	All interest earned by any interest bearing Extension Accounts, including but not limited to checking, money market, and CDs.
<b>4</b>	<b>Program fees</b>	Income from any meeting, project, program, workshop, activity, etc., (including all 4-H related events, 4-H program fee, 4-H State Fair Entries and PPAT CIC fees) which would come to the county in the form of registrations, user fees, fund raiser or donations. "4 Fee Prog Inc" would be a main category in Quicken with program areas as subcategories and individual programs as subcategories of the program areas.
<b>5</b>	<b>Resale</b>	Income from any item obtained for resale through the county office. This includes but is not limited to publications (both general and 4-H resale), T-

		shirts, cookbooks, garden calendars, farm and personal financial record books, 4-H supplies, etc.
<b>6</b>	<b>Grants &amp; Contracts</b>	Income from any contract or grant authorized by the county extension council, and utilized either by a county office, field specialist or other program entity, which are accounted for in the county office. This includes grants and contract that may have been initiated by field specialist or other staff. Each Grant and Contract should have its own sub-category line in Quicken.
<b>7</b>	<b>Other (Itemize):</b>	Any income received in a county, which does not fit in any other categories. This category is the category of last resort and should have either small amounts, such as, income for copies paid for, but not used in programs or publications, or narrow restrictions, such as, fiscal agent for the Empowerment Board, the Postage Allocation from ISU or room and equipment rental. Each type of item for which this category is used should have its own subcategory.
<b>8</b>	<b>Tort Liability Levy</b>	Property tax income received from a tort liability levy. Should have sub-categories as detailed in "Recording Tort Liability and Unemployment Compensation Levies" located at the end of these definitions.
<b>9</b>	<b>Unemployment Compensation Levy</b>	Property tax income received from a unemployment compensation levy. Should have sub-categories as detailed in "Recording Tort Liability and Unemployment Compensation Levies" located at the end of these definitions.

### Expense Items

<b>A</b>	<b>Field Staff - Cost Share</b>	Cost Share (Partnership Agreement) expense as determined by Extension Finance Office.
<b>B</b>	<b>Payroll</b>	Wages - County Staff:
	<b>Office Assistants</b>	Gross wages for all office assistants.
	<b>Program Assistants</b>	Gross wages for all program assistants.
	<b>Other Staff</b>	Gross wages for any other staff including summer aides and temporary help.
	<b>Janitor</b>	Gross wages for any janitor who does not fit the IRS definition of an <a href="#">independent contractor</a> , so is paid as an employee.
<b>C</b>	<b>Federal social security (Employer's Share)</b>	The employer's share of Social Security is figured at 6.2% of employees' gross wage.
<b>D</b>	<b>Medicare (Employer's Share)</b>	The employer's share of Medicare figured at 1.45% of employees' gross wage.
<b>E</b>	<b>I.P.E.R.S. (Employer's Share)</b>	The employer's share of IPERS is figured at 5.75% of eligible employees' gross wages. Eligible employees would include permanent full-time and permanent part-time employees. This might include a janitor who would be an employee if that person does not fit the IRS definition of an independent contractor. This can include temporary

		employees who have qualified until IPERS rules – See IPERS Handbook.
<b>F</b>	<b>Employer Benefits(Employer's Share)</b>	The employer's share of any health insurance benefit offered to employees or employer share of other benefit(s).
<b>G</b>	<b>Travel:</b>	County Business Travel
	<b>CEED</b>	Travel for the County Extension Education Director would include mileage, lodging, meals (both taxable and non-taxed), registration fees, and miscellaneous other expenses associated with travel on Extension business.
	<b>Office Assistants</b>	Travel for office assistants would include mileage, lodging, meals (both taxable and non-taxed), registration fees, and miscellaneous other expenses associated with travel on Extension business.
	<b>Program Assistants/CYC</b>	Travel for program assistants/CYCs would include mileage, lodging, meals (both taxable and non-taxed), registration fees, and miscellaneous other expenses associated with travel on Extension business.
	<b>Other Staff</b>	Travel for other staff would include mileage, lodging, meals (both taxable and non-taxed), registration fees, and miscellaneous other expenses associated with travel on Extension business. Mileage for Extension Council Members traveling on Extension business outside the regular meetings could be included in this line.
<b>H</b>	<b>Facilities (Rent, Heat, Lights)</b>	Included in this line are all facilities expense. This would include but not limited to rent, gas, electricity, water, sewage, trash pick-up, facilities repair, maintenance supplies, and janitorial services if using an <a href="#">independent contractor</a> who meets the IRS definition.
<b>I</b>	<b>Communications (phone, postage, etc.)</b>	This would include all telephone service (local, long distance, 800 number, cellular, etc.), postage, newsletter production, and any newspaper and periodical subscriptions
<b>J</b>	<b>Office Supplies</b>	Any office supplies used in the conduct of Extension business that cannot be directly identified with a specific program, project, meeting, event, workshop, activity, etc.
<b>K</b>	<b>Equipment and Repairs</b>	Expenses incurred in the purchase and repair of equipment used for Extension business.
<b>L</b>	<b>Insurance, Legal Notice, Bond</b>	The cost for property, liability, and worker compensation insurance; any legal notices or advertising; and the cost for bonding insurance. If levying for Tort Liability see "Recording Tort Liability and Unemployment Compensation Levies" located at the end of these definitions.
<b>M</b>	<b>Interest</b>	Any interest expense incurred by the Extension District. This includes, but is not limited to interest paid on short term borrowing and on mortgage loans. This does not include the principal.
<b>N</b>	<b>Project Activity</b>	Any program, project, meeting, event, workshop, activity, etc. which

		has <b>no specific</b> offsetting income to support it. This category should have subcategories that reflect our extension program areas. This category could also have a subcategory called “General” that might be used to record meeting expense incurred by the Extension Council and to record their IACEC membership. This line might also have a subcategory under the appropriate program area that could be used to record expenses incurred in the support of field specialist(s) housed in the county, such as books and/or equipment to use in their total job.
<b>O</b>	<b>Fee Programs</b>	Expenses for any program, project, meeting, event, workshop, activity, etc., including county 4-H related events, which has <b>specific</b> income in the form of user fees, donations, registration, fund raising, etc. to support it (including all 4-H related events, 4-H program development fee, 4-H State Fair Premiums and PPAT CIC expenses). “O Fee Prog Exp” would be a main category in Quicken, with program areas as subcategories. Each program area subcategory (i.e. Families) would have specific programs as subcategories under it. Each program might have subcategories under it to more define the expenses incurred.
<b>P</b>	<b>Resale</b>	Expenses incurred to purchase any item obtained for resale through the county office. This includes but is not limited to publications (both general and 4-H resale), T-shirts, cookbooks, garden calendars, farm and personal financial record books, 4-H supplies, etc.
<b>Q</b>	<b>Grants &amp; Contracts</b>	Expenses for any contract or grant utilized either by a county office, field specialist or other program entity, which are accounted for in the county office. This would include wages and employer expenses for an employee employed under the grant or contract. Each Grant and Contract should have its own subcategory line in Quicken. Each Grant or Contract subcategory may have subcategories under it to more define the expenses incurred.
<b>R</b>	<b>Other (Itemize):</b>	Any expenses incurred in a county, which do not fit in the other categories. Please itemize those kinds of expenses individually. One expense, Marketing, has already been identified for you. You should record expenses for organizational marketing in that category. Create a subcategory in Quicken under “R Other Expenses” called “Marketing” to record any organizational marketing expenses. In addition, if Fiscal Agent funds are being managed in the Education Operating Fund then the appropriate place to record the expenses is in a subcategory under this category.
<b>S</b>	<b>Tort Liability Expenses</b>	Expenses for <a href="#">Tort Liability</a> – When a county is levying for Tort Liability then expenses for liability, and public officials/error and omission insurance should be recorded in this category.
<b>T</b>	<b>Unemployment Compensation Expenses</b>	Expenses for <a href="#">Unemployment Compensation</a> .

## Recording Tort Liability and Unemployment Compensation Levies

Tort Liability and Unemployment Compensation can be separate levies under Iowa law. In the accounting system the income is kept in the Education Operating Fund and is accounted for with its own set of categories as explained below. Individual procedures have been written for the [Tort Liability Fund](#) and the [Unemployment Compensation Fund](#).

### Income:

In the [All Categories List](#) the following income categories are used to record the income either one or both of these levies.

<b>8 Tort</b>	<b>Inc</b>	<b>8 Tort Liability Levy</b>
Prop Tax	Sub	Property tax
A General	Sub	A General
Agland Credit	Sub	Ag Land Credit
Disabled Vet Homestead	Sub	Disabled Veteran's Homestead Credits
Elderly & Disabled Credit	Sub	Elderly & Disabled Credit
Family Farm	Sub	Family Farm Credit
Homestead	Sub	Homestead Credit
Other Taxes	sub	Other Tax & Replacement
Delinquent	Sub	Delinquent Taxes
Grain Handled	Sub	Grain Handled Taxes
Indust Equip	Sub	Industrial Mach & Equip Replacement
Military/Mobile Home Repl	Sub	Military Service/Mobile Home Replacement
Mobile Home	Sub	Mobile Home Taxes
Mobile Home Elderly	Sub	Mobile Home Elderly Replacement/Credit
Utility	Sub	Utility Tax Replacement Excise Taxes
Excise	Sub	Excise Tax
Special	Sub	Special Replacement Property Tax
<b>9 Unemployment</b>	<b>Inc</b>	<b>9 Unemployment Compensation Levy</b>
Prop Tax	Sub	Property tax
A General	Sub	A General
Agland Credit	Sub	Ag Land Credit
Disabled Vet Homestead	Sub	Disabled Veteran's Homestead Credits
Elderly & Disabled Credit	Sub	Elderly & Disabled Credit
Family Farm	Sub	Family Farm Credit
Homestead	Sub	Homestead Credit
Other Taxes	Sub	Other Tax & Replacement
Delinquent	Sub	Delinquent Taxes
Grain Handled	Sub	Grain Handled Taxes
Indust Equip	Sub	Industrial Mach & Equip Replacement
Military/Mobile Home Repl	Sub	Military Service/Mobile Home Replacement

Mobile Home	Sub	Mobile Home Taxes
Mobile Home Elderly	Sub	Mobile Home Elderly Replacement/Credit
Utility	Sub	Utility Tax Replacement Excise Taxes
Excise	Sub	Excise Tax
Special	Sub	Special Replacement Property Tax

The income from these levies should be broken out on the monthly receipt you receive from your county treasurer’s office that lists the taxes received by them by the end of the previous month and deposited into your account. They should be broken out by the same categories as the regular levy and recorded by those categories in Quicken under the Tort Liability and Unemployment Compensation subcategories.

**Expenses:**

In the [All Categories List](#) the following expense categories are used to record expenses against the Tort Liability and/or Unemployment Compensation levies.

<b>S Tort Liability</b>	<b>Expns</b>	<b>S Tort Liability Expenses</b>
<b>T Unemployment</b>	<b>Expns</b>	<b>T Unemployment Compensation Expenses</b>

**Tort Liability Expenses** – The expenses that should be recorded under *S Tort Liability Expenses* are insurance expenses for liability insurance and public officials insurance. These are normally recorded under *L Insurance/legal notice/bond* when not using the Tort Liability Levy, but **MUST** be recorded under *S Tort Liability Expenses* when the Tort Liability Levy is being used. Any judgment or settlement within the scope of chapter 670 of the Iowa Code may also be paid for out of this expense category.

**Unemployment Compensation Expenses** – Any unemployment compensations claims paid to Iowa WorkForce Development should be recorded under *T Unemployment Compensation Expenses* when using the Unemployment Compensation Levy.

**Balance from Previous Fiscal Year:**

If you have received tax dollars from the Tort Liability and/or Unemployment Compensation levies in previous fiscal years, then the balances on hand from the previous fiscal year should be brought forward in a sub-category(ies) under *0 Carry Forward Balance*. These amounts can be positive or negative.

<b>0 Carry Bal</b>	<b>Inc</b>	<b>0 Carry Forward Balance</b>
Tort	Sub	Tort Liability Carry Forward Balance
Unemployment	Sub	Unemployment Carry Forward Balance