

Abbreviations, Acronyms & Major Account Codes in the Pennsylvania Education System (Source: PSBA, PDE)

Act 1 of Special Session 2006 – Imposes referendum requirements on all school districts. Repeals authority of Act 72 as well as Act 50. Limits tax increases along with limits on the implementation of new Act 511 taxes

Act 24 of 2001 – Allows districts to repeal their occupation assessment tax and replace the lost revenue with an increase in the earned income tax

Act 511 Taxes – Revenue received from the flat and proportional assessments made in accordance with Act 511 of 1965 (Local Tax Enabling Act). School districts of the first class or first-class A are not empowered to levy taxes under the provisions of Act 511

Actual Instructional Expense (AIE) – The net cost of instruction in a school district

ADA – Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq

ADEA – Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq

Aid Ratio – The result of the formula that reflects a district's wealth in relation to all other districts in the state

Alternative Education – An educational placement outside of the regular classroom that is provided to a student who is expelled

Appropriation – An authorization granted by the board of education or voters to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount for the time covered by the approved budget

APS – Approved private school

Arbitration – Method of settling employment disputes through recourse to an impartial third party, whose decision usually is final and binding

ASBO – Association of School Business Officials

Assessed Valuation – The official valuation of property for the purpose of taxation. The valuation is determined by the assessors of the district (see School Code)

Audit – An examination of records and documents to determine whether 1) transactions that are contemplated or were completed were appropriate; or 2) all transactions were recorded properly, completely and accurately

Average Daily Attendance (ADA) – The total days of pupil attendance of a given school district during a reporting period, divided by the number of days school is in session during this period

Average Daily Membership (ADM) – Aggregate number of school days represented by all pupils on the active roll divided by the number of days school is in session

AVTS – Area vocational-technical school

AYP – Adequate yearly progress under the No Child Left Behind Act

Back-end Referendum – Under Act 72 of 2004, back-end referendum is a question that is placed on the ballot that allows voters to decide if the district will be permitted to increase property taxes above the state index subject to exceptions

Bargaining Unit – A local union representing the employment interests of a specific group of school district employees

Basic Education Funding (BEF) or Basic Instructional Subsidy (BIS) – A payment that includes payment on account of instruction, payment on account of low-income families and payment on account of poverty

Basis Point – An investment term related to interest earnings equal to 0.01%. The equivalent of \$1 earned on an investment of \$1,000,000 when it is invested for one year

BEC – Basic Education Circular (issued by the Pennsylvania Department of Education)

Bidding – A solicitation by an intending purchaser to invite binding offers to sell goods or services at a specified price or rate

Bond – A written instrument with sureties guaranteeing faithful performance of acts or duties contemplated. The term also refers to a written promise to pay a specified amount of money at a certain time in the future and carrying interest at a fixed rate

Bridge Certificate – A program that permits states to establish a program to allow teachers to become highly qualified in the core academic subjects they teach as required by the No Child Left Behind Act

Budget – A financial forecast for a given time (usually one year) including both expenditures and receipt, based on an educational plan

Final Budget – Adopted pursuant to the provisions of Act 1, must be placed on public display and advertising notice. Last day to adopt is June 30

Preliminary Budget – Adopted pursuant to the provisions of Act 1, must be adopted at least 90 days prior to the primary election. Subject to public display and advertising notice. May be waived if the board chooses to keep tax increases under the “index.”

Budget Calendar – A guide for indicating budget preparation responsibilities and the dates for their accomplishment by individuals or groups

Budgetary Transfers – Transfer of unencumbered funds or funds designated for one purpose to another part of the budget to be used for a different purpose, requiring approval by two-thirds of board members and allowed only during the last nine months of the fiscal year

Capital Outlay – Expenditures for fixed assets or additions to fixed assets. They are expenditures for land, improvements to the grounds, construction of buildings, additions to or remodeling of existing buildings and initial or additional equipment

Capital Reserve Fund – A special fund created for the purpose of constructing a school building project or projects under a long-term project program approved by the Department of Education

Cash Flow – Matching of the receipt and disbursement of district funds. This is the basis of determining borrowing needs to meet operating expenditures. Also is the basis of determining the length of investment of excess cash

CBA – Collective bargaining agreement

Certification – A document issued by PDE signifying the subject matter or assignment areas an individual may work in at a public school

Chart of Accounts – A list of all accounts used in an individual accounting system. An account is a descriptive heading under which are recorded similar financial transactions

Charter School – Independent public school established and operated under a charter from one or more school districts

Clean and Green Act – Legislative authorization to provide special real property tax treatment to properties of 10 acres or more with no improvements. (Applies to farmland)

COBRA – Consolidated Omnibus Budget Reconciliation Act of 1986

Collective Bargaining – The negotiation of employment matters between employers and employees through the use of a bargaining agent designated by the majority of the employees within the bargaining unit

Compensatory Education – A legal remedy providing for educational hours for special education students that may be awarded when the school district fails to carry out the student's IEP

Compulsory Attendance – Requirement that students between 8 and 17 years of age attend school as permitted by the Public School Code

Confidential Employee – Employee whose unrestricted access to confidential personnel information or knowledge of information pertinent to labor relations activity makes the individual inappropriate for membership in a labor organization

Conflict of Interest – A situation where a regard for one duty leads to disregard of another duty, or might reasonably be expected to do so

Corporal Punishment – Physically punishing a student for an infraction of the discipline policy

Current Expenditures (Current Expend) – Includes all general fund expenditures with reference to the functional classifications of: instruction (less tuition), support services and operation of non-instructional services

Cyber-Charter School – Independent public school established and operated under a charter from the Department of Education in which the school uses technology to provide a significant portion of its curriculum and to deliver a significant portion of instruction by electronic means

Debt Service – Expenditures for the retirement or paying off of the principal amount of a debt and the interest on the amount

Demotion – The reduction in rank, salary or prestige of a professional employee requiring due process

EI – Early Intervention

Employee Benefits – A form of compensation in addition to salary for an employee. Such benefits include retirement benefits, Social Security, workers' compensation, sick leave, life insurance, accident insurance, disability insurance, etc

Employment Cost Index (ECI) – A measure of the change in the total cost of labor calculated by the U.S. Department of Labor, Bureau of Labor Statistics

Encumbrances – Purchase orders, contracts and salary or other commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved

Equal Access – term commonly used to describe rights of student-oriented religious groups to use school facilities in the same manner as other student groups during free period immediately before, after or during the school day

Equalized Mills (EM) – A measure of the local tax effort calculated by dividing the local taxes by the market value multiplied by 1,000

Equalized Subsidy for Basis Education (ESBE) – Eliminated in the early 1990s, this formula was used for many years to determine the basic instructional subsidy

ERIP – Early Retirement Incentive Plan

ESY – Extended School Year

Executive Session – An agency meeting from which the public is excluded

Expulsion – Exclusion of a student from school in excess of 10 school days

Facsimile Signature – Reproduction by engraving, imprinting or stamping of manual signature of an authorized officer

Fair Market Value (FMV) or Full Valuation (FV) – The current market value appraisal or estimate of what a property would sell for in a transaction between a willing buyer and a willing seller

FAPE – Free Appropriate Public Education

Farmstead Exclusion – Originally defined in Act 50 of 1998 and incorporated into Act 72 of 2004 and by reference into Act 1 of 2006, the exclusion applies to the value of farm buildings used in commercial agricultural production

FERPA – Family Education Rights and Privacy Act, 20 U.S.C. § 1232g et seq

Fiscal Year – Period of 365 days commencing on July 1 of each year and ending on June 30 of the following year. School districts of the first, first class A and second class may establish a fiscal year to coincide with the calendar year by a majority vote of the board of school directors

FMLA – Family Medical Leave Act of 1993, 29 U.S.C. § 2601 et seq.

Fringe Benefits – See Employee Benefits

Front-End Referendum – Under Act 72 of 2004, a front-end referendum is a question placed on the ballot that asks voters to approve an increase in the earned income tax rate or personal income tax rate. Revenue from these taxes must be used for property tax relief using the homestead/farmstead exclusion

Function – Budgetary term used to describe the major purpose and the end an appropriation is to accomplish

Functional Budget – A budget that uses the format of the line item or traditional budget to group proposed expenditures first according to general activities or actions performed. The major functional categories are: administration, instruction, pupil personnel services, pupil transportation services, health services, operation and maintenance of plant, etc. Within such functions, there are additional line items for various expenditures

Fund – A fiscal and accounting entity for recording resources, liabilities and equity

Fund Balance – Accounting term referring to the difference between assets and liabilities

Furlough – Suspension or layoff from employment

General Fund – The principal fund of a school district; includes all operations not required to be recorded in other funds, such as school lunch, capital reserves, activity funds, etc.

Generally Accepted Accounting Principles – Accounting standards designed for use by local government units

GIEP – Gifted Individualized Education Program

Homestead Exclusion – Originally defined in Act 50 of 1998, now incorporated into Act 1 of 2006 by reference, the value of owner occupied residential property to be excluded from real property taxation.

IDEA – Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq

IDEIA – Individual with Disabilities Education Improvements Act

IEP – Individualized Educational Plan

Immunity – Exemption from legal liability

Index – A percentage calculated by the Pennsylvania Department of Education that establishes a limit on the authority of Act 72 school districts to raise taxes

Interest Earnings – The amount of money earned by investing excess cash

Investment – The deposit of excess cash for the purpose of earning interest. Permitted types of investments are enumerated by the School Code

In Loco Parentis – In the place of the parent

IU – Intermediate Unit

LEA – Local educational agency

LERTA – Local Economic Revitalization Tax Abatement

Letter of Eligibility – Document issued by PDE signifying an individual may work as an assistant superintendent or superintendent in Pennsylvania

Line-Item or Traditional Budget – A budget that groups proposed expenditures according to certain categories known as the “object” of expenditure. On each line of the budget, the expenses are listed the way they are paid out: salaries on one line, supplies on another line, utilities on another line. Thus, salaries are one object, and supplies another

Local Economic Revitalization Tax Abatement Act (LERTA) – A program based on local choice intended to promote economic growth in real property by excluding improvements from taxation for a period of not more than 10 years

LRE – Least restrictive environment

Market Value (MV) – The value of taxable real property within a school district as determined by the State Tax Equalization Board

Market Value Aid Ratio (MVAR) – A fraction used to calculate the state’s share of instructional costs

Market Value-Personal Income Aid Ratio (MV-PIAR) – A factor used to determine the state’s share of instructional costs

MAWA – Mutually agreed upon written agreement

Millage – The rate of measurement by which school district real estate taxes are levied. One mill is the equivalent to \$1 of tax for each \$1,000 of value

NCLB – No Child Left Behind Act

NORA – Notice of recommended assignment

NSBA – National School Boards Association

Nuisance taxes – Nonproperty taxes levied pursuant to Act 511 of 1965

Object – The article to be purchased or the service to be obtained to carry out the function with which it is associated

Operation of Plant – Expenditures necessary to keep the buildings and grounds and equipment open and ready for use – “housekeeping” costs

PASA – Pennsylvania Association of School Administrators

PASBO – Pennsylvania Association of School Business Officials

PDE – Pennsylvania Department of Education

PERA – Public Employee Relations Act of 1970, 43 P.S. § 1101.101 et seq

Per capita Tax – A flat rate tax levied upon each adult resident of the taxing school district

Personal Income Aid Ratio – A fraction used to determine the market value personal income aid ratio

PIAA – Pennsylvania Interscholastic Athletic Association

PLANCON – The formal construction planning process used by PDE to review and approve school construction projects

PLRB – Pennsylvania Labor Relations Board

Professional Education Plan – A plan approved by the local school board that is designed to meet the educational needs of a school entity and its employees; specifies approved courses, programs, activities, learning experiences and identifies approved providers

Professional Employee – A certificated employee who has acquired tenure pursuant to the Public School Code

Proposed Budget – A tentative budget subject to public hearings, examination, or comment. When the district is fiscally dependent on another municipal body, such as the town or city council, for its funds, the proposed budget sometimes is called the “budget request.”

PSERS – Public School Employees’ Retirement System

Public Record – A record that must be disclosed to the public under the conditions and requirements of the Right-To-Know law

Public Utility Realty Tax Act (PURTA) – Any property subject to regulation by the Public Utility Commission pays an equivalent tax to the Pennsylvania Department of Revenue, which then is distributed to local taxing jurisdictions

PURTA – Public Utility Realty Tax Act

Quorum – The number of members of a body who must be present for the body to transact business

Referendum – Vote taken by the electorate for approval or rejection of proposed or passed legislation

Reserve Fund – An amount set aside to cover an obligation duly authorized and incurred

Sabbatical Leave – A paid leave of absence for professional development or restoration of health

School Term – Time elapsing between the opening of the public schools in the fall of one year and the closing of public schools in the spring of the following year

Solicitor – Chief legal officer of a municipality, county or governmental department

Special Education – Specialized instruction designed to meet the unique needs of a child with a disability

Special Meeting – A meeting scheduled by an agency after the agency's regular schedule of meetings has been established

Statewide Average Weekly Wage (SAWW) – The average weekly wage established by the Pennsylvania Department of Labor and Industry for calculating workers' compensation payments

Superintendent – Chief administrative officer of a school district

Suspension – Temporary exclusion from attending school or work for disciplinary reasons

Tax Increment Financing (TIF) – An economic development program designed to promote economic growth by using the increased tax value of property improvement to pay for infrastructure improvements

Tax Levy – The total dollar amount to be raised by tax

Tax Rate/Mill – The tax levy divided by the total taxable assessed value of the district, usually stated as dollars per thousand or per hundred of assessed value

Tenure – Status granted to a teacher after a trial period protecting against summary dismissal

Title VII – Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq

Title IX – Title IX of the Education Act of 1972, 20 U.S.C. § 1681 et seq

Total Expenditures (Total Expend) – Includes all general fund expenditures cited under current expenditures plus facilities acquisition and other financing uses (less prior years' receipts and fund transfers)

TPE – Temporary professional employee – an employee who has been employed to perform for a limited time the duties of a newly created position or of a regular professional employee whose services have been terminated by death, resignation, suspension or removal

Truancy – Staying out of school without permission or excuse

Veterans' preference – preference given in hiring decisions to otherwise qualified individuals who have been honorably discharged from service in the U.S. armed forces

Revenue Function Codes

6000 Local Revenues

6111 Regular Property Tax
6112 Interim tax
6113 Public Utility Realty Tax
6114 Payment in Lieu of Tax
6150 Transfer tax
6400 Delinquent tax
6500 Interest
6700 District Activities (Students)
6800 Pass-Thru Funds IDEA Grant Funds - IU
6910 Rentals
6920 Contributions and Donations
6940 Tuition
6980 Community Activities (Use of Facilities)
6990 Refunds and Misc Revenue
6000 Total local revenue

7000 State Revenues

7110 Basic Education Funding (BEF) Subsidy
7140 Charter School Subsidy
7160 Tuition for Orphans, Children
7170 School Improvement
7180 Staff and Program Development
7210 Homebound Instruction
7220 Voc Ed

7240 Driver Ed
7271 SPECIAL ED
7280 Adult Literacy
7299 Other
7310 Transportation
7320 Rental & Sinking Fund Payments
7330 Medical Services
7340 Homestead Tax Relief
7350 Sewage Treatment
7360 Safe Schools
7400 Voc Ed Programs
7501 Accountability Grant
7502 Dual Enrollment Grant
7810 Social Security Subsidy
7820 PSERS Subsidy
7900 Technology
7000 Total state revenue

8000 Federal Revenues

8511 ESEA Title IV
8513 IDEA Sec 619
8514 NCLB Title I Improv Acad Achiev
8515 NCLB Title II Prep Training & Recruit
8519 TITLE V
8521 Functional Math Mini Grant
8560 TITLE VI (CHAP II)
8561 Class Size Reduction
8570 TITLE II (EESA II) Eisenhower
8571 TITLE II Improving Teacher Quality
8670 Drug Free Schools
8690 Other Grants & Reserve for Future Grants
8810 Medical Assistance ACCESS
8000 Total federal revenue

9000 Other Financing Sources

9100 Sale of Bonds
9200 Proceeds of Extended Term Financing
9320 Special Revenue Fund Tfrs
9330 Capital Project Fund Tfrs
9340 Debt Service Fund Tfrs
9350 Food Service (Enterprise Fd) Tfrs
9360 Internal Svc Fd Tfrs
9370 Trust & Agency Fd Tfrs
9380 Activity Fd Tfrs
9400 Sale of Fixed Assets
9500 Refund of Prior Yr Exp
9611 Rcpts From LEA's - Ed.
9900 Other Financing Sources not Listed
9000 Total other financing sources

**Expenditures
Function Codes**

1000 Instruction

- 1100 Regular Programs - Elementary & Secondary
- 1200 Spec Ed
- 1300 Voc Ed
- 1400 Other
- 1700 DCCC

2000 Support Services

- 2100 Pupil Pers
- 2200 Instruct Staff
- 2300 Admin
- 2400 Health
- 2500 Bsnss Ofc
- 2600 Maintenance
- 2700 Transportation
- 2800 Central
- 2900 IU

3000 Operation of Non-Instructional Services

- 3200 Student Activities
- 3300 Community Svcs

4000 Facilities Acquisition, Construction & Improvement

5000 Other Expenditures & Financing Uses

- 5100 Debt Svc
- 5200 Transfers to Other Funds
- 5800 Fringe Benefits (Temporary Posting AC)
- 5900 Contingency Reserve

**Expenditures
Object Codes**

- 100 Wages
- 200 Benefits
- 300 Purchased Professional & Technical Svcs
- 400 Purchased Property Svcs (Includes service agreements)
- 500 Other Purchased Svcs
- 600 Supplies
- 700 Equipment Purchases
- 800 Dues, Fees, Interest
- 900 Principal Payments