

# CHAPTER 7 – General Journal Entries

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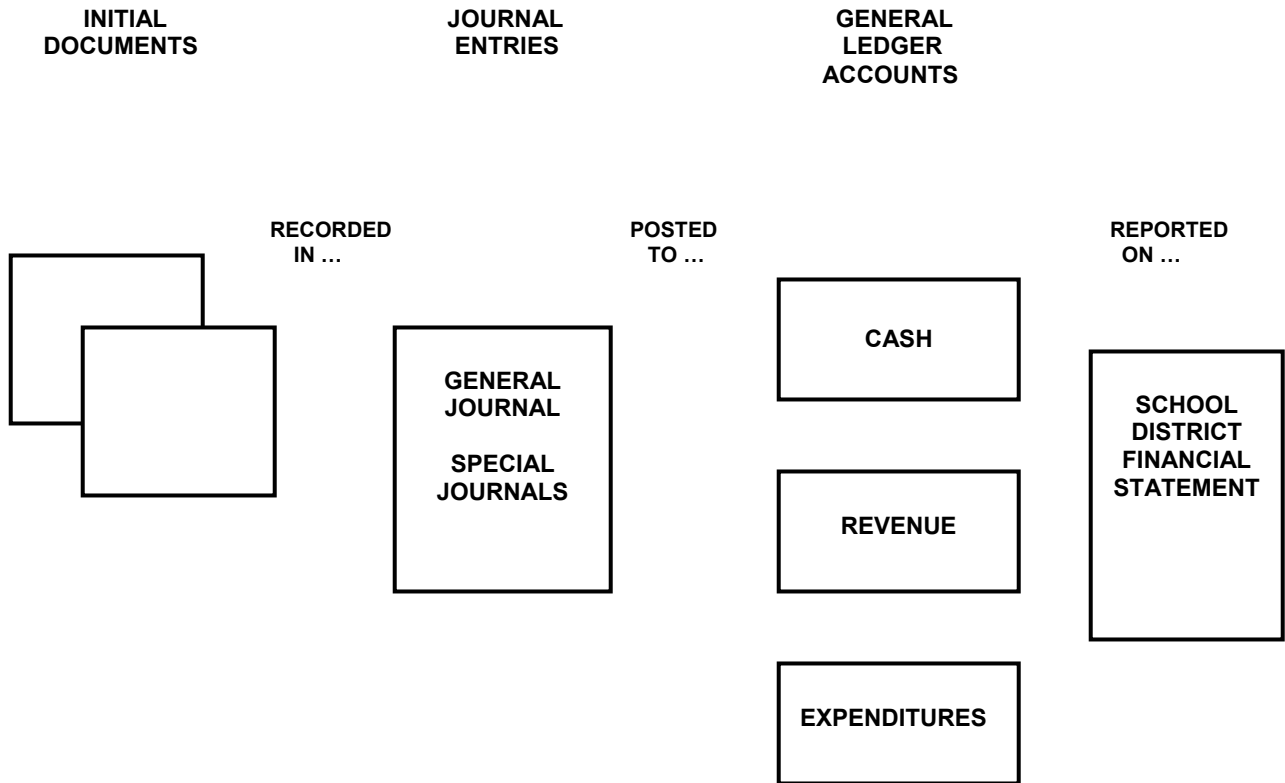
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## INTRODUCTION

The following pages have examples of the types of General Journal entries common to school districts. They are presented in a standard accounting format so that the full entry can be visualized. Districts that are members of the Washington School Information Processing Cooperative (WSIPC) will understand that many of these entries are generated as part of the overall system approach and should refer to the manuals they provide for guidance.

For debit and credit transfer objects of expenditure journal entries, see Chapter 6—Expenditure Accounts.

### OVERVIEW OF ACCOUNTING ACTIVITIES IN THE BUSINESS OFFICE



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## GENERAL FUND JOURNAL ENTRIES

### Opening Entry

# 1

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
200	Imprest Cash	10	
230	Cash on Hand	53	
240	Cash on Deposit with County Treasurer	1,873	
310	Taxes Receivable	10,792	
330	Due From Other Governmental Units	340	
340	Accounts Receivable	80	
410	Inventories—Supplies and Materials	250	
420	Inventories—Lunchroom	40	
430	Prepaid Items	40	
450	Investments	500	
455	Investment—Deferred Compensation	100	
241	Warrants Outstanding		367
601	Accounts Payable		900
602	Contracts Payable—Current		150
605	Accrued Salaries		60
610	Payroll Deductions and Taxes Payable		8
635	Deferred Compensation Payable		100
637	Estimated Unemployment Benefits Payable		150
750	Deferred Revenue		420
760	Deferred Revenue—Taxes Receivable		10,792
840	Reserved for Inventory		290
890	Unreserved, Undesignated Fund Balance		841

To record the general fund opening entry as of September 1, 20XX. This represents the beginning trial balance.

**Budget Entries**

**# 2**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
510	Estimated Revenues	47,550	
515	Estimated Other Financing Sources	200	
540	Appropriated Fund Balance	250	
900	Appropriations for Expenditures		47,750
905	Appropriations for Other Financing Uses		250

To record the annual budget of the General Fund as adopted by the board of directors for the fiscal year 20XX.

**# 3**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
890	Unreserved, Undesignated Fund Balance	600	
830	Reserved for Debt Service		100
840	Reserved for Inventory		500

To record the establishment of restrictions on fund balance adopted in the budget for the replenishment of inventory and for the future payment of debt.

\*\* Collateral entry may be recorded in the long-term debt "holding account".  
(See Entry #13.)

**Budget Entries—Modifications**

**# 4**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
510	Estimated Revenue	20	
900	Appropriations		20

To record budget extension due to unanticipated revenues and increase existing appropriations.



# 5

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
515	Estimated Other Financing Sources	70	
540	Appropriated Fund Balance		30
905	Appropriations for Other Financing Uses		40

To record budget extension due to unanticipated other financing sources and to increase estimated other financing uses.

**Revenues—Property Tax**

# 6

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
310	Taxes Receivable	6,230	
760	Deferred Revenue—Taxes Receivable		6,230

To record the property taxes levied for the General Fund in the tax year 20XX.

# 7

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit With County Treasurer	14,950	
960	Revenues		14,950

To record property taxes received as reported by the county treasurer.

# 8

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
760	Deferred Revenue-Taxes Receivable	14,950	
310	Taxes Receivable		14,950

To record the reduction in taxes receivable as a result of property tax collections.

# 9

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	17	
240	Cash on Deposit With County Treasurer		17

To record the refund of collected property taxes as reported by the county treasurer.

**Revenues**

# 10

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit With County Treasurer	36,580	
960	Revenues		36,580

To record revenues, except property taxes, collected directly by the county treasurer and not previously established as a receivable.

**Revenues—Other Financing Sources**

# 11

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
340	Accounts Receivable	7,350	
960	Revenues		7,250
965	Other Financing Sources		100

To record revenues and other financing sources established as receivables and available. (The \$100 represents sources from the sale of equipment.)

# 12

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
230	Cash on Hand	180	
960	Revenues		160
965	Other Financing Sources		20

To record revenues from cash receipts. (The \$20 represents sources from the sale of equipment.)

**# 13**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit With County Treasurer	264	
230	Cash on Hand		264

To record the remittance of cash to the county treasurer.

**# 14**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	5	
241	Warrants Outstanding		5

To record the refund of revenues when revenues were received by the school district.

**# 15**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
330	Due From Other Governmental Units	100	
340	Accounts Receivable	150	
750	Deferred Revenue		150
960	Revenue		100

To record accounts receivable from sources other than property taxes. The deferred revenues that are being established in accounts receivable are not available for revenue accrual.

**# 16**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
230	Cash on Hand	60	
240	Cash on Deposit With County Treasurer	90	
340	Accounts Receivable		150

To record the collection of various accounts receivable established in Entry #13. See collateral Entry #17.

# 17

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
750	Deferred Revenue	150	
960	Revenue		150

To record as revenue, the collection of various accounts receivable. See previous Entries #15 and #16.

# 18

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
750	Deferred Revenue	20	
340	Accounts Receivable		20

To record adjustments to accounts receivable.

**Expenditures**

# 19

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	7,000	
605	Accrued Salaries		5,600
610	Payroll Deduct. and Taxes Payable		1,400

To record monthly payroll and payroll deductions.

# 20

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	350	
610	Payroll Deduct. and Taxes Payable		350

To record employer's share of payroll and state employee's retirement.

**# 21**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
605	Accrued Salaries	5,660	
610	Payroll Deductions and Taxes Payable	1,758	
241	Warrants Outstanding		7,418

To record payment of accrued salaries, and payroll deductions and taxes payable.

**# 22**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	37,000	
601	Accounts Payable		37,000

To record amounts expended other than payroll during the current period.

**# 23**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
601	Accounts Payable	37,060	
241	Warrants Outstanding		37,060

To record issuance of warrants for amounts previously accrued. See Entry #1 for prior year accrual of \$60 and Entry #22 for current year accrual of \$37,000.

**# 24**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
230	Cash on Hand	5	
530	Expenditures		5

To record refunds of expenditures to the school district. The credit to expenditure is to the same program/activity/object that was used for the original expenditure.

**# 25**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
241	Warrants Outstanding	3	
530	Expenditures		3

To record voided or cancelled warrants.

**Encumbrances**

**# 26**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
520	Encumbrances	300	
820	Reserved for Encumbrances		300

To record the reestablishment of encumbrances cancelled at the end of the prior year, but that are still considered open. This entry is made soon after the beginning of the current fiscal year.

**# 27**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
520	Encumbrances	8,000	
820	Reserved for Encumbrances		8,000

To record the issuance of purchase orders, contracts, and payroll. Encumbrances are established on a routine basis at the time of issuance and not once a year as this entry indicates.

**# 28**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	7,000	
520	Encumbrances		7,000

To record the liquidation of encumbrances by the payment of vouchers or the cancellation of unneeded encumbrances.

**Cash—Imprest**

**# 29**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
200	Imprest Cash	5	
241	Warrants Outstanding		5

To record the establishment of an imprest account or to increase an existing imprest account. If a treasurer's check is used, credit Account 240 Cash on Deposit with County Treasurer.

**# 30**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	4	
241	Warrants Outstanding		4

To record the replenishment of an imprest account for audited expenditures.

**# 31**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit With County Treasurer	1	
200	Imprest Cash		1

To record the return of an imprest account when the account is abolished or reduced.

**Interfund Receivables/Payables and Transfers**

**# 32**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
350	Interfund Loans Receivable	150	
240	Cash on Deposit with County Treasurer		150

To record a loan to another fund (e.g., capital projects fund). (This entry can also be made using Account 241 instead of Account 240.)

**# 33**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
320	Due From Other Funds	19	
241	Warrants Outstanding		19

To record payment of expenditures (wages, travel, etc.) of the ASB fund by the general fund and the establishment of an interfund receivable.  
(See Entries #19 and 20 in the ASB fund.)

**# 34**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	162	
320	Due From Other Funds		10
350	Interfund Loan Receivable		150
960	Revenues		2

To record the repayment of a \$150 loan made to the Capital Projects Fund and the partial reimbursement of a receivable for payments made for the ASB Fund by the General Fund. Interfund loan interest of \$2 is collected only on the interfund loan.

**# 35**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	500	
645	Interfund Loans Payable		500

To record a \$500 loan received from the Capital Projects Fund.

**# 36**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	50	
640	Due to Other Funds		50

To record a \$50 reimbursement of expenditures which were paid by the ASB Fund.



**# 37**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
535	Other Financing Uses	50	
240	Cash on Deposit with County Treasurer		50

To record a \$50 operating transfer-out to the Transportation Vehicle Fund. (This entry can also be made using Account 241 instead of Account 240.)

**# 38**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	15	
645	Interfund Loans Payable	500	
240	Cash on Deposit with County Treasurer		515

To record the repayment of the \$500 loan from the capital projects fund. Interfund loan interest of \$15 was paid.

**# 39**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
640	Due to Other Funds	50	
240	Cash on Deposit with County Treasurer		50

To record the repayment of \$50 payable that was for expenditures paid by the ASB Fund. (See Entry #37.)

**Prepaid Items**

**# 40**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
430	Prepaid Items	60	
601	Accounts Payable		60

To record purchase of two-year insurance policy.

# 41

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
601	Accounts Payable	60	
241	Warrants Outstanding		60

To record payment of payable established with two-year insurance policy.

# 42

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	50	
430	Prepaid Items		50

To record current year expenditures for first year of insurance set up in preceding entry (\$30) and business machine contract (\$20) set up in opening entry.

**Investments**

# 43

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
450	Investments	1,000	
240	Cash on Deposit with County Treasurer		1,000

To record the purchase of investments.

# 44

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	865	
450	Investments		850
960	Revenues		15

To record sale of investments and the related revenue.

**Contracts Payable—Long-Term**

**# 45**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
520	Encumbrances	155	
820	Reserved for Encumbrances		155

To record a two-year conditional sales contract. A television system has been purchased in the current period.

**# 46**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	150	
965	Other Financing Sources		150

To record the delivery of the television system. The contract has a payment of \$50 due in two months. (See Entry #47.)

\*\* Collateral entry (long-term portion of \$100) may be recorded in the long-term debt “holding account”.  
(See Entry #14.)

**# 47**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	50	
241	Warrants Outstanding		50

To record the current portion of the contract for the purchase of the television system. (See Entry #46.)

**# 48**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	150	
520	Encumbrances		150

To record decrease in encumbrances concurrent with expenditures for delivery of the television system.

\*\* Collateral entry may be recorded in capital asset “holding account”.

(See Entry #4.)

**# 49**General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	5	
602	Contracts Payable—Current		5

To record the first-year interest charge on the installment purchase contract. Interest accrues as time passes and therefore becomes a payable when the first payment comes due.

**# 50**General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	5	
520	Encumbrances		5

To record the decrease in encumbrances concurrent with establishing a payable for interest on the contract.

**# 51**General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
602	Contracts Payable—Current	55	
241	Warrants Outstanding		55

To record the first payment on the conditional sales contract. The principal amount is \$50 with interest of \$5.

\*\* Collateral entry may be recorded in long-term debt "holding account".  
(See Entry #15.)

**Inventory—Supplies and Materials—Perpetual Method****# 52**General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
410	Inventory—Supplies and Materials	220	
601	Accounts Payable		220

To record the receipt of inventory items.

# 53

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
601	Accounts Payable	220	
241	Warrants Outstanding		220

To record the payment of payable established upon receipt of inventory items.

# 54

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	195	
410	Inventory—Supplies and Materials		195

To record the reduction in inventory for supplies and materials withdrawn from stock or an inventory reduction when a physical inventory reveals that the book figure exceeds the actual stock.

**Inventory—Supplies and Materials—Periodic Method**

# 55

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	250	
410	Inventory—Supplies and Materials		250

To record expenditures of inventory items at the beginning of year. It is assumed that inventory items are used before any new purchases.

# 56

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	200	
601	Accounts Payable		200

To record the receipt of inventory items and their immediate expenditure.

## # 57

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
410	Inventory—Supplies and Materials	50	
530	Expenditures		50

To record the establishment of inventory accounts based on a periodic physical count of items. Inventory should be costed by using the first in-first out method (FIFO).

**Inventory—Food Services—Perpetual Method**

## # 58

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
420	Inventory—Lunchrooms	450	
601	Accounts Payable		450

To record the receipt of purchased inventory items.

## # 59

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	155	
420	Inventory—Lunchrooms		155

To record the reduction in inventories for items withdrawn from stock.

## # 60

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	100	
420	Inventory—Lunchrooms		100

To record the reduction of inventories when physical inventories reveal that the book figures exceed the actual stock.

**Inventory—Food Services—Periodic Method****# 61**General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
420	Inventory—Lunchrooms	150	
601	Accounts Payable		150

To record the receipt of purchased inventory items.

**# 62**General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	400	
420	Inventory—Lunchrooms		400

To record expenditures of items in inventories at the beginning of year. It is assumed that inventory items are used before new purchases.

**# 63**General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	400	
601	Accounts Payable		400

To record the receipt and immediate expenditure of inventory items.

**# 64**General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
420	Inventory—Lunchrooms	400	
530	Expenditures		400

To record the establishment of inventory accounts based on the periodic count of items. Inventory should be valued by using the first in-first out method.

**Accounts Payable**

**# 65**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	200	
601	Accounts Payable		200

To record expenditures from the voucher listing control.

**# 66**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
601	Accounts Payable	199	
241	Warrants Outstanding		199

To record the payment of vouchers from the warrant register control.

**# 67**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
241	Warrants Outstanding	42,700	
240	Cash on Deposit with County Treasurer		42,700

To record the redemption of warrants as shown by the county treasurer.

**# 68**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
601	Accounts Payable	1	
530	Expenditures		1

To record the credit memo received on previous purchase.



**Capital Assets—Trade-In**

**# 68a**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	10,000	
493	Cash		10,000

To record the purchase of a new truck costing \$15,000 net of a trade-in allowance of \$5,000.

\*\* Collateral entry from Entry #8b in the capital asset "holding account".

**Deferred Compensation**

**# 69**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
455	Investments—Deferred Compensation	60	
635	Deferred Compensation Payable		60

To record the investment and related liability for deferred compensation. Cash for investments is obtained by warrant written along with the payroll. Amounts are expended with payroll.

**# 70**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
635	Deferred Compensation Payable	5	
455	Investments—Deferred Compensation		5

To record the investment fees or losses on investments.

**# 71**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
230	Cash on Hand	30	
455	Investments—Deferred Compensation		30

To record the partial liquidation of investments for the purpose of making payments to employees. This entry assumes that investments are not handled by the county. If the county liquidates investments, G.L. 230 is replaced by G.L. 240.

**# 72**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
635	Deferred Compensation Payable	30	
241	Warrants Outstanding		28
610	Payroll Deductions and Taxes Payable		2

To record the payment to an employee or a former employee and the accrual of the federal tax deduction.

**Self-Insured Industrial Insurance**

**# 73**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
459	Self-Insurance Security Deposits	1,500	
240	Cash on Deposit with County Treasurer		1,500

To record the security deposit required by the Department of Labor and Industries for a deposit held in trust by the county treasurer. (G.L. Account 241 may be appropriate if the deposit is held in trust by other than the county treasurer.)

**# 74**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	30	
639	Estimated Industrial Insurance Benefits Payable		30

To record the expenditure for industrial insurance benefits and the liability claims. This is a payroll entry.

**# 75**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
639	Estimated Industrial Insurance Benefits Payable	10	
241	Warrants Outstanding		10

To record the payment of benefit claims, administrative assessments, and reinsurance premiums for industrial insurance.

# 76

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	5	
601	Accounts Payable		5

To record the supplemental pension, consulting firm service fees, surety bond premiums, legal and other related expenditures involved with industrial insurance benefits.

**Unemployment Compensation Benefits Reimbursement District Not In Pool**

# 77

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	40	
637	Estimated Unemployment Benefits Payable		40

To record the expenditure of unemployment benefits during payroll processing. The liability is for estimated future claims against current wages.

# 78

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
637	Estimated Unemployment Benefits Payable	10	
241	Warrants Outstanding		10

To record the payment of unemployment benefits and administrative assessments to the Employment Security Department. These amounts represent claims actually paid by Employment Security that are now being reimbursed by the district.

**Adjustments—Prior Period or Year—Immaterial Errors**

Entries for immaterial errors are handled the same as correcting entries in the current year. See Expenditures section of Journal Entries. Refer to definition of materiality in Chapter 8—Financial Reporting.

**Adjustments—Prior Period or Year—Material Errors**

Prior period or year adjustments are infrequent and must be of a material amount. Entries #79, 80, 81, and 82 are samples of some adjustments that might be necessary in certain unusual situations. Refer to definition of materiality in Chapter 8—Financial Reporting.

**# 79**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
230	Cash on Hand	50,000	
898	Prior Year Corrections or Restatements		50,000

To record the refund of expenditures paid in a prior period/year.

**# 80**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
898	Prior Year Corrections or Restatements	40,000	
240	Cash on Deposit with County Treasurer		40,000

To record the refund of prior year tax receipts.

**# 81**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
420	Inventory—Lunchrooms	15,600	
898	Prior Year Corrections or Restatements		15,600

To record the correction of an error in recording the prior year physical inventory.

**# 82**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
898	Prior Year Corrections or Restatements	15,000	
601	Accounts Payable		15,000

To record the correction of prior year accruals that were missed in error.

**Adjustments—Prior Period or Year—Fund Entity Changes**

Fund entity changes occur when an equity transfer is made to another governmental unit outside of the school district.

**# 82a**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
898	Prior Year Corrections or Restatements	400,000	
630	Due to Other Governmental Units		400,000

To record transfer of resources to XYZ ECEAP Center. This journal entry is used to reduce beginning fund balance. At the end of the year, GL Account 898 is closed to 890 Unreserved Fund Balance.

**Accrual for Payroll**

**# 83**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	500	
605	Accrued Salaries		460
610	Payroll Deductions and Taxes Payable		40

To record payroll accruals as of the end of fiscal year 8/31/20XX. Since all expenditures are processed through the payables, this represents only amounts that do not already appear in the balance of the payables at the end of the period.

**Closing Entries**

**# 84**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
900	Appropriations	47,770	
905	Appropriations for Other Financing Uses	290	
510	Estimated Revenues		47,570
515	Estimated Other Financing Sources		270
540	Appropriated Fund Balance		220

To record the closing of the budgetary accounts. Since these accounts must always be in balance during the year, the closing entries simply eliminate the existing balances.

**# 85**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
890	Unreserved, Undesignated Fund Balance	46,331	
530	Expenditures		46,281
535	Other Financing Uses		50

To record the closing of expenditures and other financing uses at the end of the fiscal year.

**# 86**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	59,219	
965	Other Financing Sources		220
890	Unreserved, Undesignated Fund Balance		59,439

To record the closing of revenues and other financing sources at the end of the fiscal year.

**# 87**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	1,300	
520	Encumbrances		1,300

To record the closing of encumbrances to reserved for encumbrances at the end of the fiscal year.

**# 88**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
898	Prior Year Corrections or Restatements	410,600	
890	Unreserved, Undesignated Fund Balance		410,600

To record the closing of the prior year corrections at the end of the fiscal year.

## CAPITAL PROJECTS FUND JOURNAL ENTRIES

### Opening Entry

# 1

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	525	
310	Taxes Receivable	150	
340	Accounts Receivable	10	
450	Investments	25,000	
241	Warrants Outstanding		100
601	Accounts Payable		75
750	Deferred Revenue		10
760	Deferred Revenue—Taxes Receivable		150
890	Unreserved, Undesignated Fund Balance		25,350

To record the capital projects fund opening entry as of September 1, 20XX. This represents the beginning trial balance.

### Budget Entry

# 2

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
510	Estimated Revenues	18,000	
515	Estimated Other Financing Sources	19,000	
540	Appropriated Fund Balance		2,000
900	Appropriations		35,000

To record the annual budget of the Capital Projects Fund as adopted by the board of directors for fiscal year 20XX–XX.

**Revenues—Property Tax**

**# 3**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
310	Taxes Receivable	3,000	
760	Deferred Revenue—Taxes Receivable		3,000

To record the property taxes levied for the Capital Projects Fund for the tax year 20XX.

**# 4**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	1,550	
960	Revenues		1,550

To record the collection of property taxes as reported by the county treasurer.

**# 5**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
760	Deferred Revenue—Taxes Receivable	1,550	
310	Taxes Receivable		1,550

To record the reduction in taxes receivable as a result of property tax collections as reported by the county treasurer.

**# 6**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	10	
240	Cash on Deposit with County Treasurer		10

To record the refund of collected property taxes.



**Investments**

**# 7**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
450	Investments	5,000	
240	Cash on Deposit with County Treasurer		5,000

To record the purchase of investments.

**# 8**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	20,200	
450	Investments		20,000
960	Revenue		200

To record the sale of investments and the related revenue earned.

**Revenues**

**# 9**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
230	Cash on Hand	100	
960	Revenues		100

To record the receipt for revenues collected by the district to be remitted to the county treasurer.

**# 10**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	100	
230	Cash on Hand		100

To record the deposit of cash with the county treasurer.

**Revenues—Other Financing Sources**

**# 11**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	19,000	
965	Other Financing Sources		19,000

To record the sale of bonds. This entry can be used as a format for the following entries: sale of real property, sale of equipment, and the compensated loss of capital assets.

\*\* Collateral entry may be recorded in the long-term debt “holding account”.  
(See Entry #10.)

**# 11b**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	2,000,000	
965	Other Financing Sources		2,000,000

To record the sale of zero-coupon bonds. Bonds have face value of \$2,500,000 and are due in 15 years. See Collateral Entry #22 in the long-term debt “holding fund” (if used).

**Interfund Receivables/Payables and Transfers**

**# 12**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	100	
645	Interfund Loan Payable		100

To record the issuance of an interfund loan payable.

**# 13**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	6	
645	Interfund Loan Payable	100	
240	Cash on Deposit with County Treasurer		106

To record the repayment of an interfund loan payable. Interfund interest of \$6 was also paid.

**# 14**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
320	Due from Other Funds	100	
240	Cash on Deposit with County Treasurer		100

To record the existence of an interfund receivable from the general fund.

**# 15**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	106	
320	Due from Other Funds		100
960	Revenues		6

To record the repayment of interfund receivable from the General Fund including interest earned of \$6.

**# 16**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
535	Other Financing Uses	100	
240	Cash on Deposit with County Treasurer		100

To record the transfer of resources to the Debt Service Fund so that it can make payment on nonvoted bonds that were used to purchase portables.

**Expenditures**

**# 17**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
520	Encumbrances	4,000	
820	Reserved for Encumbrances		4,000

To record the commitment for purchases.

**# 18**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	4,000	
601	Accounts Payable		4,000

To record expenditures.

**# 19**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	4,000	
520	Encumbrances		4,000

To record encumbrance liquidation.

**# 20**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
601	Accounts Payable	4,000	
241	Warrants Outstanding		4,000

To record warrants issued, including a separate warrant for 5 percent retainage to an escrow bank account.

**# 21**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
241	Warrants Outstanding	4,000	
240	Cash on Deposit with County Treasurer		4,000

To record warrant redemption.

**Contracts Payable—Long-Term**

**# 22**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	2,500	
602	Contracts Payable—Current		500
965	Other Financing Sources		2,000

To record expenditures; \$500 to be paid in current year and \$2000 to be paid in future years.

\*\* Collateral entry is recorded in long-term debt “holding fund” (if used).  
(See Entry #11.)

**# 23**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
602	Contracts Payable—Current	500	
241	Warrants Outstanding		500

To record the warrant issued for the current year portion of the long-term contract.

**# 24**

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
241	Warrants Outstanding	500	
240	Cash on Deposit with County Treasurer		500

To record warrant redemption.

**Revenues—State Matching**

**# 25**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
520	Encumbrances	5,000	
820	Reserved for Encumbrances		5,000

To record the commitment for purchases.

**# 26**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	5,000	
960	Revenues		5,000

To record the receipt of state matching moneys paid directly to the contractor.

**# 27**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	5,000	
520	Encumbrances		5,000

To record encumbrance liquidation.

**Closing Entries**

**# 28**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
540	Appropriated Fund Balance	2,000	
900	Appropriations	35,000	
510	Estimated Revenues		18,000
515	Estimated Other Financing Sources		19,000

To record the closing of budgetary accounts.

**# 29**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	6,846	
965	Other Financing Sources	21,000	
530	Expenditures		11,506
890	Unreserved, Undesignated Fund Balance		16,340

To record the closing of revenues, expenditures, and other financing sources to unreserved fund balance.

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## DEBT SERVICE FUND JOURNAL ENTRIES

### Opening Entry

# 1

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	42	
250	Cash With Fiscal Agent	17	
310	Taxes Receivable	292	
340	Accounts Receivable	100	
450	Investments	350	
675	Matured Bonds Payable		15
685	Matured Bond Interest Payable		2
760	Deferred Revenue—Taxes Receivable		392
890	Unreserved, Undesignated Fund Balance		392

To record the debt service fund opening entry as of September 1, 20XX. This represents the beginning trial balance.

### Budget Entry

# 2

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
510	Estimated Revenues	763	
515	Estimated Other Financing Sources	110	
540	Appropriated Fund Balance	60	
900	Appropriations		833
905	Appropriations for Other Financing Uses		100

To record the annual budget of the Debt Service Fund as adopted by the board of directors reflecting the amount of bonds to be redeemed, interest to be paid, and other uses in the refunded bond fund.

**Revenues—Property Tax**

**# 3**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
310	Taxes Receivable	784	
760	Deferred Revenue—Taxes Receivable		784

To record the property taxes levied for the Debt Service Fund for the tax year 20XX.

**# 4**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	688	
960	Revenues		688

To record the collection of property taxes as reported by the county treasurer.

**# 5**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
760	Deferred Revenue—Taxes Receivable	688	
310	Taxes Receivable		688

To record the reduction in taxes receivable as a result of property tax collections.

\*\* Collateral entry may be recorded in term-term debt “holding account”.  
(See Entry #2.)

**# 6**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	1	
240	Cash on Deposit with County Treasurer		1

To record the refund of collected property taxes.

\*\* Collateral entry may be recorded in term-term debt “holding account”.  
(See Entry #3.)

**Revenues—Other Financing Sources**

**# 7**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	188	
960	Revenues		188

To record the state forest revenue.

\*\* Collateral entry may be recorded in term-term debt “holding account”.  
(See Entry #4.)

**# 8**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
340	Accounts Receivable	10	
965	Other Financing Sources		10

To record the proceeds from the sale of real property that are receivables. The property was originally financed by the sale of bonds that have not been totally retired.

\*\* Collateral entry may be recorded in the long-term debt “holding account”.  
(See Entry #5.)

**# 9**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	10	
340	Accounts Receivable		10

To record the collection of accounts receivable.

**Expenditures**

**# 10**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	822	
675	Matured Bonds Payable		750
685	Matured Bond Interest Payable		72

To record the expenditures for bond principal and interest.

\*\* Collateral entry may be recorded in term-term debt "holding account".  
(See Entry #6.)

**# 11**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	1	
680	Bond Service Transfer Fees Payable		1

To record the bond transfer expenditures.

\*\* Collateral entry may be recorded in the long-term debt "holding account".  
(See Entry #7.)

**Expenditures—Bond Redemption**

**# 12**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
250	Cash With Fiscal Agent	842	
240	Cash on Deposit with County Treasurer		842

To record the cash remitted to the fiscal agent for scheduled bond redemption and coupon interest payments by the fiscal agent.

# 13

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
675	Matured Bonds Payable	763	
685	Matured Bond Interest Payable	76	
250	Cash With Fiscal Agent		839

To record the redemption of matured bond principal and matured bond interest paid by a fiscal agent other than the county treasurer. (G.L. Account 240 would be used instead of 250 if the county treasurer paid the principal and interest.)

**Interfund Receivables/Payables and Transfers**

# 14

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	10	
645	Interfund Loans Payable		10

To record a loan received from another fund.

# 15

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	1	
645	Interfund Loans Payable	10	
240	Cash on Deposit with County Treasurer		11

To record the repayment of a loan received from another fund. The \$1 represents interest.

\*\* Collateral entry may be recorded in the long-term debt.  
(See Entry #8.)

# 16

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	100	
965	Other Financing Sources		100

To record an operating transfer from the Transportation Vehicle Fund. The subsidiary used in G.L. Account 965 is Account 9900 Transfers.

## # 17

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
965	Other Financing Uses—Operating Transfer Out—General Fund	100	
240	Cash on Deposit with County Treasurer		100

To record a transfer to the general fund.

**Investments**

## # 18

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
450	Investments	2,340	
240	Cash on Deposit with County Treasurer		2,340

To record the purchase of investments.

## # 19

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	2,264	
450	Investments		2,230
960	Revenues		34

To record the sale of investments and the earned interest.

\*\* Collateral entry may be recorded in the long-term debt "holding account".  
(See Entry #9.)

**Accrued Interest**

## # 20

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	20	
604	Accrued Interest Payable		20

To record the cash received for accrued interest from date of bond issuance until the cash was received.

**Journal Entries for the Regular Method of Advance Bond Debt Refunding**

**# 21**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
535	Other Financing Use—Payment to Refunded Bond Escrow Agent	510,000	
965	Other Financing Source—Sale of Refunding Bonds		510,000

This entry records the proceeds from the sale of the refunding bonds and the payment to the refunded bond escrow agent to defease the old debt. This entry also includes \$10,000 in both the Other Financing Use and Other Financing Source accounts for underwriting fees. If the school district receives the cash from the sale of the refunding bonds, this entry would be split into two entries that would include a debit to cash for the receipt of the proceeds and a credit to cash to record the payments to the escrow agent and to the underwriter.

\*\* Collateral entries may be recorded in the long-term debt “holding account” as Entries #17 and #18.

**# 22**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	10,000	
601	Accounts Payable		10,000

To record debt issuance expenditures from the debt service fund’s current resources for underwriter’s fees. If underwriter’s fees are deducted from the proceeds of the refunding bonds, Entry #21 is to be used.

**Journal Entries for the Crossover Method of Advance Bond Debt Refunding**

**# 23**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
250	Cash With Fiscal Agent	500,000	
965	Other Financing Source—Sale of Refunding Bonds		500,000

To record the amount placed in escrow as the result of a crossover refunding bond issue.

\*\* Collateral entry may be recorded in the long-term debt “holding account” as Entry #21.

# 24

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
535	Other Financing Use—Crossover Defeasance	500,000	
250	Cash With Fiscal Agent		500,000

To record the amount placed in escrow as the result of a crossover refunding bond issue.

\*\* Collateral entry may be recorded in the long-term debt “holding account” as Entry #21.

#25

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>	<u>Source</u>
240	Cash with County Treasurer	2,975		Accrued interest
240	Cash with County Treasurer	3,925		Add'l proceeds to debt service (new bond)
535	Bond Issue Costs	19,100		Payment of issue costs
535	Bond Issue Costs			Bond insurance premium (if any)
535	Bond Issue Costs	19,150		Underwriter's discount
535	Bond Interest Expense		2,975	Accrued interest
535	Other Financing Uses	1,936,420		Deposit to escrow
535	Other Financing Uses	5		Deposit to escrow
965	Proceeds from Bonds		1,980,000	Par value of new bonds
965	Proceeds from Bonds	1,400		Original issue discount (premium)
965	Proceeds from Bonds			Rounding of split costs

To record bond refunding.

Note: Account 604 could be used for accrued interest if not done in the same fiscal year.

If this is done, it is important the entry be reversed the next year.

**Closing Entries**

# 26

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
900	Appropriations	833	
905	Appropriation for Other Financing	100	
510	Estimated Revenues		763
515	Estimated Other Financing Sources		110
540	Appropriated Fund Balance		60

To record the closing of budgetary accounts.



**# 27**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
890	Unreserved, Undesignated Fund Balance	824	
530	Expenditures		824

To record the closing of expenditures at the end of the fiscal year.

**# 28**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	909	
965	Other Financing Sources		10
890	Unreserved, Undesignated Fund Balance		919

To record the closing of revenues at the end of the fiscal year.

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## ASSOCIATED STUDENT BODY FUND JOURNAL ENTRIES

### Opening Entry

# 1

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	85	
410	Inventories—Supplies and Materials	1	
430	Prepaid Items	1	
450	Investments	18	
601	Accounts Payable		1
890	Unreserved, Undesignated Fund Balance		104

To record the ASB fund opening entry as of September 1, 20XX. This represents the beginning trial balance.

### Budget Entry

# 2

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
510	Estimated Revenues	338	
540	Appropriated Fund Balance		38
900	Appropriations for Expenditures		300

To record the annual budget of the ASB Fund as adopted by the board of directors for the fiscal year 20XX.

### Cash—Imprest

# 3

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
200	Imprest Cash	10	
241	Warrants Outstanding		10

To record the establishment of an imprest account or to increase an existing imprest account. If a treasurer's check is used, credit Account 240 Cash on Deposit with County Treasurer.

# 4

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	8	
241	Warrants Outstanding		8
890	Unreserved, Undesignated Fund Balance	8	
930	Expenditure Contra (530)		8

To record the replenishment of an imprest account by warrant.

# 5

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	10	
200	Imprest Cash		10

To record the return of an imprest account when the account is reduced, abolished, or returned to the district at year-end.

**Inventory—Supplies and Materials—Periodic Method**

# 6

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	2	
410	Inventories—Supplies and Materials		2
890	Unreserved, Undesignated Fund Balance	2	
930	Expenditure Contra (530)		2

To record an inventory adjustment at the time of a periodic inventory.

**Investments**

# 7

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
450	Investments	100	
240	Cash on Deposit with County Treasurer		100

To record the purchase of investments.

# 8

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	110	
450	Investments		100
960	Revenues		10
560	Revenues Contra (960)	10	
890	Unreserved, Undesignated Fund Balance		10

To record the sale of investments and the related investment revenue.

**Expenditures**

# 9

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	129	
241	Warrants Outstanding		129
890	Unreserved, Undesignated Fund Balance	129	
930	Expenditure Contra (530)		129

To record expenditures.

# 10

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
241	Warrants Outstanding	168	
240	Cash on Deposit with County Treasurer		168

To record the redemption of warrants as shown by county treasurer's report.

**Accounts Payable**

# 11

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
601	Accounts Payable	2	
241	Warrants Outstanding		2

To record the payment of vouchers previously approved.

# 12

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	2	
601	Accounts Payable		2
890	Unreserved, Undesignated Fund Balance	2	
930	Expenditure Contra		2

To record an accrual at the end of the fiscal year.

**Contracts Payable**

# 13

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	5	
602	Contracts Payable—Current		5
890	Unreserved, Undesignated Fund Balance	5	
930	Expenditure Contra		5

To record an expenditure through a contract payable.

**Encumbrances**

# 14

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
520	Encumbrances	3	
820	Reserved for Encumbrances		3

To record the issuance of purchase orders.

# 15

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	3	
520	Encumbrances		3

To record the liquidation of encumbrances by the payment of vouchers or the cancellation of unneeded encumbered purchase orders.

**Revenues**

**# 16**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	13	
960	Revenues		13
560	Revenue Contra (960)	13	
890	Unreserved, Undesignated Fund Balance		13

To record revenues deposited with the county treasurer.

**# 17**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
230	Cash on Hand	9	
960	Revenues		9
560	Revenue Contra (960)	9	
890	Unreserved, Undesignated Fund Balance		9

To record the receipt of revenues collected by the district for remittance to county treasurer via the depository account.

**# 18**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	9	
230	Cash on Hand		9

To record the deposit of cash with the county treasurer.

**Interfund Receivables/Payables and Transfers**

**# 19**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	19	
640	Due to Other Funds		19
890	Unreserved, Undesignated Fund Balance	19	
930	Expenditure Contra (530)		19

To record a liability to the General Fund for ASB expenditures incurred by the General Fund.

\*\* See Entry # 33 in General Fund.

**# 20**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
640	Due to Other Funds	19	
241	Warrants Outstanding		19

To record the payment to the general fund for the amount due.

\*\* See Entry # 33 in General Fund.

**Capital Assets—Purchase**

**# 21**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	10	
241	Warrants Outstanding		10
890	Unreserved, Undesignated Fund Balance	10	
930	Expenditure Contra (530)		10

To record a purchase of equipment which is a capital asset.

\*\* Collateral entry may be recorded in capital asset “holding account”.  
(See Entry #7.)

\*\* The donation of equipment items to the ASB Fund does not require an entry in the ASB Fund. The equipment is recorded in the capital asset “holding account”.  
(See Entry #7.)



**Closing Entries**

**# 22**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
540	Appropriated Fund Balance	38	
900	Appropriations for Expenditures	300	
510	Estimated Revenues		338

To record the closing of the budgetary accounts. Since these accounts must always be in balance during the year, the closing entries simply eliminate the existing balances.

**# 23**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
930	Expenditure Contra (530)	280	
530	Expenditures		280

To record the closing of expenditures at the end of the fiscal year.

**# 24**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	338	
560	Revenue Contra (960)		328

To record the closing of revenues at the end of the fiscal year.

**# 25**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	8	
520	Encumbrances		8

To close encumbrances to reserved for encumbrances at the close of the fiscal year.

*NOTE: If encumbrances are carried forward to the next fiscal year, reestablish the prior year encumbrances closed to the reserved for encumbrances by reversing that entry into the new fiscal year.*

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## TRANSPORTATION VEHICLE FUND JOURNAL ENTRIES

### Opening Entry

# 1

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	100	
310	Taxes Receivable	150	
450	Investments	1,000	
241	Warrants Outstanding		50
601	Accounts Payable		25
645	Interfund Loan Payable		200
760	Deferred Revenue—Taxes Receivable		150
890	Unreserved, Undesignated Fund Balance		825

To record the transportation vehicle fund opening entry as of September 1, 20XX. This represents the beginning trial balance.

### Budget Entry

# 2

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
510	Estimated Revenues	1,900	
515	Estimated Other Financing Sources	3,000	
540	Appropriated Fund Balance		1,439
900	Appropriations		3,461

To record the annual budget of the transportation vehicle fund as adopted by the board of directors for fiscal year 20XX–XX.

### Revenues—Property Tax

# 3

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
310	Taxes Receivable	1,500	
760	Deferred Revenue—Taxes Receivable		1,500

To record the property taxes levied for the transportation vehicle fund for the tax year 20XX.

# 4

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	750	
960	Revenues		750

To record the collection of property taxes as reported by the county treasurer.

# 5

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
760	Deferred Revenue—Taxes Receivable	750	
310	Taxes Receivable		750

To record the reduction of Taxes Receivable as a result of property tax collections.

# 6

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	10	
240	Cash on Deposit with County Treasurer		10

To record the refund of collected property taxes.

**Investments**

# 7

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
450	Investments	500	
240	Cash on Deposit with County Treasurer		500

To record investment purchases.

# 8

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	650	
450	Investments		600
960	Revenues		50

To record the sale of investments and the earned interest.

**Revenues**

# 9

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
230	Cash on Hand	100	
960	Revenues		100

To record the receipt of revenues collected by the district for remittance to the county treasurer.

# 10

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	100	
230	Cash on Hand		100

To record the deposit of cash with the county treasurer.

**Revenues—Other Financing Sources**

# 11

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	3,000	
965	Other Financing Sources		3,000

To record the sale of bonds. This entry can be used as a format for the following entries: sale of equipment, compensated loss of capital assets, long-term financing, and operating transfers.

**Interfund Receivables/Payables and Transfers**

**# 12**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
240	Cash on Deposit with County Treasurer	100	
645	Interfund Loan Payable		100

To record the issuance of an interfund loan payable.

**# 13**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	6	
645	Interfund Loan Payable	100	
240	Cash on Deposit with County Treasurer		106

To record the repayment of an interfund loan payable including interest of \$6. (This entry can also be made using Account 241 instead of 240.)

**# 14**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
535	Other Financing Uses	100	
240	Cash on Deposit with County Treasurer		100

To record the transfer of resources to the debt service fund so that it can make the payment for nonvoted bonds that were used to purchase buses.

**Expenditures**

**# 15**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
520	Encumbrances	1,500	
820	Reserved for Encumbrances		1,500

To record commitment for purchases.

**# 16**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	1,500	
601	Accounts Payable		1,500

To record expenditures.

**# 17**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
820	Reserved for Encumbrances	1,500	
520	Encumbrances		1,500

To record encumbrance liquidation.

**# 18**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
601	Accounts Payable	1,500	
241	Warrants Outstanding		1,500

To record warrants issued.

**# 19**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
241	Warrants Outstanding	1,500	
240	Cash on Deposit with County Treasurer		1,500

To record warrant redemption.

**Contracts Payable—Long-Term**

**# 20**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	2,500	
602	Contracts Payable—Current		500
965	Other Financing Sources		2,000

To record expenditures; \$500 to be paid in the current fiscal year and the \$2,000 to be paid in future years.

\*\* Collateral entry may be recorded in the long-term debt “holding account”.  
(See Entry #12.)

**# 21**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
602	Contracts Payable—Current	500	
241	Warrants Outstanding		500

To record the \$500 warrant issued for the first payment of the contract payable.  
(See Entry #20.)

**# 22**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
241	Warrants Outstanding	500	
240	Cash on Deposit with County Treasurer		500

To record warrant redemption.



**Capital Assets—Purchase**

**# 23**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	28	
241	Warrants Outstanding		28

To record the purchase and delivery of a new bus.

\*\* Collateral entry is recorded in the capital asset “holding account” (if used).

(See Entry #5.)

**# 24**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
530	Expenditures	2	
241	Warrants Outstanding		2

To record the purchase, delivery, and installation of a rebuilt bus engine.

\*\* Collateral entry for entry is recorded in the capital asset “holding account” (if used).

(See Entry #6.)

**Closing Entries**

**# 25**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
540	Appropriated Fund Balance	1,439	
900	Appropriations	3,461	
510	Estimated Revenue		1,900
515	Estimated Other Financing Sources		3,000

To record the closing of budgetary accounts.

**# 26**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
960	Revenues	896	
965	Other Financing Sources	5,000	
530	Expenditures		4,006
890	Unreserved, Undesignated Fund Balance		1,890

To record closing of revenues, expenditures, and other financing sources to unreserved fund balance.

**LONG-TERM DEBT “Holding Account” JOURNAL ENTRIES**

With the adoption of the Governmental Accounting Standards Board’s (GASB) Statement 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, account groups were eliminated and long-term debt no longer shown on the fund financial statements. Generally accepted accounting principles (GAAP) now require debt be presented on the Statement of Net Assets.

While not required, districts may find it useful to continue to make journal entries and accumulate debt information in a long-term debt “holding account”. This may facilitate preparation of the Schedule of Long-Term Debt and required long-term debt note disclosures.

**Opening Entry**

**# 1**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
470	Amount Available in Debt Service Fund	392	
480	Amount to be Provided for Debt Retirement	7,160	
603	Contracts Payable—Long-Term		100
607	Vacation Leave Payable - Current		42
608	Sick Leave Payable - Current		20
690	Bonds Payable—Long-Term		7,390

To record the long-term debt “holding account” opening entry as of September 1, 20XX. This represents the beginning trial balance.

**Collateral Entries—Debt Service Fund**

**# 2**

General Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
470	Amount Available in Debt Service Fund	688	
480	Amount to be Provided for Debt Retirement		688

To record the collection of property taxes as reported by the county treasurer.

\*\* See Entry #5 in debt service fund.

**# 3**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	1	
470	Amount Available in Debt Service Fund		1

To record the tax refunds on property taxes collected.

\*\* See Entry #6 in debt service fund.

**# 4**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
470	Amount Available in Debt Service Fund	188	
480	Amount to be Provided for Debt Retirement		188

To record the receipt of state forest revenues.

\*\* See Entry #7 in debt service fund.

**# 5**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
470	Amount Available in Debt Service Fund	10	
480	Amount to be Provided for Debt Retirement		10

To record the sale of real property.

\*\* See Entry #8 in debt service fund.

**# 6**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	72	
690	Bonds Payable—Long-Term	750	
470	Amount Available in Debt Service Fund		822

To record the expenditures for bond principal and interest in the debt service fund.

\*\* See Entry #10 in debt service fund.

# 7

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	1	
470	Amount Available in Debt Service Fund		1

To record the bond transfer expenditures.

\*\* See Entry #11 in debt service fund.

# 8

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	1	
470	Amount Available in Debt Service Fund		1

To record the repayment of loan interest by the debt service fund.

\*\* See Entry #15 in debt service fund.

# 9

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
470	Amount Available in Debt Service Fund	34	
480	Amount to be Provided for Debt Retirement		34

To record the revenue from the sale of investments.

\*\* See Entry #19 in debt service fund.

**Collateral Entries—Capital Projects Fund**

# 10

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	19,000	
690	Bonds Payable—Long-Term		19,000

To record the sale of bonds.

\*\* See Entry #11 in capital projects fund.

# 11

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	2,000	
603	Contracts Payable—Long-Term		2,000

To record the long-term portion of a new contract payable.  
 \*\* See Entry #22 in capital projects fund.

**Collateral Entries—Transportation Vehicle Fund**

# 12

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	2,000	
603	Contracts Payable—Long-Term		2,000

To record the long-term portion of a new contract payable.  
 \*\* See Entry #20 in transportation vehicle fund.

**Collateral Entries—General Fund**

# 13

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
475	Amount Available in other Funds	100	
480	Amount to be Provided for Debt Retirement		100

To record the reservation of fund balance.  
 \*\* See Entry #3 in general fund.

# 14

General Ledger			
<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	100	
603	Contracts Payable—Long-Term		100

To record the long-term portion of a new contract payable.  
 \*\* See Entry # 46 in general fund.

# 15

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
603	Contracts Payable—Long-Term	50	
475	Amount Available in Other Funds		50

To record matured contracts payable.

\*\* See Entry #51 in general fund.

# 16

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Service	50	
607	Vacation Leave Payable - Current		40
608	Sick Leave Payable - Current		10

To record the adjustment necessary to bring the totals for long-term sick leave payables to their respective balances of \$82 and \$30.

\*\* See Entry #83 in general fund.

**Journal Entries for the Regular Method of Advance Bond Debt Refunding**

# 17

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
690	Bonds Payable—Long-Term (Old Bonds)	500,000	
480	Amount to be Provided for Debt Retirement		500,000

To remove the defeased (old) long-term debt from the long-term debt fund (if used).

\*\* See Entry #21 in debt service fund.

# 18

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	510,000	
690	Bonds Payable—Long-Term (New Bonds)		510,000

To record the new debt in the long-term debt fund (if used).

\*\* See Entry #21 in debt service fund.

**Journal Entries for the Crossover Method of Advance Bond Debt Refunding**

**# 19**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
470	Amount Available in Debt Service Fund	500,000	
480	Amount to be Provided for Debt Retirement		500,000

To recognize the cash with fiscal agent debit and the other financing source credit in the debt service fund from the sale of the new bonds that is available to pay the old bonds.

\*\* See Entry #23 in debt service fund.

**# 20**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	500,000	
690	Bonds Payable—Long-Term (New Bonds)		500,000

To record the new debt in the long-term debt fund (if used) at the time of the sale of the new bonds.

\*\* See Entry #23 in debt service fund.

**# 21**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
690	Bonds Payable—Long-Term (Old Bonds)	500,000	
470	Amount Available in Debt Service Fund		500,000

To remove the defeased (old) long-term debt from the long-term debt fund (if used) at the time of the crossover.

\*\* See Entry #24 in debt service fund.



**Entries—Zero-Coupon Bonds**

**# 22**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	2,000,000	
690	Bonds Payable—Long-Term		2,000,000

To record the sale of zero-coupon bonds. These bonds have a face value of \$2,500,000 and are due in ten years. Proceeds from these bonds were \$2,000,000.

\*\* See Entry #11b in capital projects fund.

**# 23**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
480	Amount to be Provided for Debt Retirement	50,000	
690	Bonds Payable—Long-Term		50,000

To record the accretion of debt to reflect amortization of bond discount for zero-coupon bonds in the long-term debt fund (if used).

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## **CAPITAL ASSETS “Holding Account” JOURNAL ENTRIES**

With the adoption of the Governmental Accounting Standards Board’s (GASB) Statement 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, account groups were eliminated and capital (formerly fixed) assets no longer shown on the fund financial statements. Generally accepted accounting principles (GAAP) require investments in capital assets (ICA) be presented on the Statement of Net Assets.

While not required, districts may find it useful to continue to make journal entries and accumulate debt information in a capital asset “holding account”. This may facilitate preparation of the required capital asset note disclosures.

### **Opening Entry**

#### # 1

General Ledger		<u>Debits</u>	<u>Credits</u>
<u>Account</u>	<u>Account Title and Description</u>		
490	Land	1,300	
491	Buildings	3,200	
492	Transportation Equipment	400	
493	Equipment	180	
494	Construction in Progress	260	
801	ICA From GO Bonds		2,700
802	ICA From Levies		200
803	ICA From State Grants		310
804	ICA From Federal Grants		800
805	ICA From Apportionment and Local Revenues		1,020
809	Unclassified ICA		310

To record the capital asset opening entry as of September 1, 20XX. This represents the beginning trial balance.

### **Collateral Entries—Construction in Progress**

#### # 2

General Ledger		<u>Debits</u>	<u>Credits</u>
<u>Account</u>	<u>Account Title and Description</u>		
801	ICA From GO Bonds	260	
494	Construction in Progress		260

To reverse the closing entry from the previous year.

# 3

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
491	Buildings	900	
493	Equipment	50	
801	ICA From GO Bonds		900
804	ICA From Federal Grants		10
805	ICA From Apportionment and Local Revenues		40

To record the completion of an addition to an existing building with multiple sources of funding.

**Collateral Entries—General Fund**

# 4

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
493	Equipment	15	
805	ICA From Apportionment and Local Revenues		15

To record the purchase and delivery of closed circuit television system.

\*\* Collateral entry from Entry #48 in the general fund.

**Collateral Entries—Transportation Vehicle Fund**

# 5

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
492	Transportation Equipment	28	
805	ICA From Apportionment and Local Revenues		28

To record the purchase and delivery of a new bus.

\*\* Collateral entry from Entry #23 in transportation vehicle fund.

# 6

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
492	Transportation Equipment	2	
805	ICA From Apportionment and Local Revenues		2

To record the purchase, delivery, and installation of a rebuilt bus engine.

\*\* Collateral entry from Entry #24 in transportation vehicle fund.

**Collateral Entries—ASB Fund**

**# 7**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
493	Equipment	10	
805	ICA From Apportionment and Local Revenues		10

To record the purchase and delivery of popcorn popper by ASB.  
\*\* Collateral entry from Entry #21 in ASB fund.

**Capital Assets—Sale**

**# 8**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
801	ICA From GO Bonds	100	
490	Land		100

To record the sale of land. The property was declared surplus by the board. (Proceeds go to the capital projects fund.) Deletions are recorded at original cost regardless of sale price.

**Capital Assets—Trade-In**

**# 8a**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
805	ICA From Apportionment and Local Revenues	8,000	
493	Capital Assets—Equipment		8,000

To record elimination of a truck traded in to obtain a new truck. (Deletions are recorded at original cost regardless of sale price or trade-in value.)

# 8b

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
805	Capital Assets—Equipment	15,000	
493	ICA From Apportionment and Local Revenues		15,000

To record the purchase of a truck obtained in a trade-in transaction at a cost of \$10,000 plus a trade-in allowance of \$5,000. (Acquisitions are recorded at full price of the asset.)

\*\* Collateral entry from Entry #68a in the general fund.

**Inventory—Capital Assets**

# 9

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
493	Equipment	3	
809	Unclassified ICA	10	
492	Transportation Equipment		13

To record an adjustment to inventory balances to actual after annual confirmation.

# 10

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
809	Unclassified ICA	50	
493	Equipment		50

To record the sale of old classroom furniture. These assets are removed at acquisition costs, not for the amount received from the sale.

**Closing Entry**

**# 11**

General  
Ledger

<u>Account</u>	<u>Account Title and Description</u>	<u>Debits</u>	<u>Credits</u>
490	Land	625	
491	Buildings	6,800	
493	Equipment	299	
494	Construction in Progress	131	
801	ICA From Bonds		4,300
802	ICA From Levies		1,049
803	ICA From State Grants		2,200
805	ICA From Apportionment and Local Revenues		306

To record capitalized expenditures and construction in progress from the capital projects fund.

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