
Chart of Accounts Definitions: Operational Guidance

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Guidance Sections

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- Reason for Guidance
- Who Should Know This Guidance
- Contacts
- ACP Chart of Accounts

Reason for Guidance

This guidance document outlines the use of the Aspen Center for Physics (ACP's) Chart of Accounts and documents the use and definition for each field in a chart string.

Who Should Know This Guidance

- Principal Investigators
- Administrative Staff
- Winter Conference/Summer Workshop Organizers
- Proposal Development Committee
- Officers
- Trustees
- General Members
- Other: _____

Contacts

Subject	Contact
Finance Guidance Questions	Finance Manager

ACP Chart of Accounts



Introduction

The ACP FastFund Chart of Accounts forms the structure of the ACP accounting records. In order to ensure the integrity of ACP financial and managerial reporting, the Chart of Accounts must be defined, documented and used consistently in all accounting transactions.

General Overview:

In the ACP FastFund chart of accounts, each posted transaction is identified by a general ledger chart string consisting of six elements in the format FF-R-T-GG-CCCC-SSSS.

- FF: The first element (a two-digit numeric code) for each chart string defines a Fund. Fund ranges and their use are detailed in the next section, “Fund Descriptions”
- R: The second element (a single numeric digit) of the chart string specifies the Funding Source/Type.
 - 1 Unrestricted Revenue
 - 2 Restricted Revenue
 - 3 Property
- T: The third element (a single numeric digit) of the chart string specifies the Functional Area:
 - 1 Management
 - 2 Summer Expenses
 - 3 Winter Expenses
 - 4 Lecture Expenses
- GG: The fourth element (a two character numeric code) of the chart string defines a Grant Code to tie related Funds to a larger Grant (Sponsored Project) consisting of multiple Funds. Grant Codes are an optional element of the chart string.
 - 10 NSF
 - 20 DOE
 - 50 Special Annual Grant
 - 99 Disallowed Expenses on Federally Sponsored Awards
- CCCC: The fifth element (a four character numeric code) of the chart string specifies the Object Code. See the “Object Code Descriptions” section.
- SSSS: The sixth element (a four character numeric code) of the chart string specifies a Subaccount Code that further defines the Object Code. Detailed Subaccount Codes are defined in the subsequent sections. Subaccounts are an optional element of the chart string.
- Project Code: A seventh element is optional and can be used to link Funds from different sources for the same conference or project.



Fund Range Descriptions/Permanent Funds (FF - First Element):

Fund Number/Range	ACP Purpose
UNRESTRICTED	
(x30-x39)	Winter Funds (some portions may be restricted, depending on source)
(x55)	Reserve Fund
(x60)	Housing Fund
(x70)	Property Fund
(x80)	Facilities & Administrative (F&A) Fund
(x90)	General Fund
RESTRICTED (funds in the 40's may have unrestricted portions)	
(Rx10-x17)	NSF Award Funds
(Rx20-x29)	NSF Award Funds (Future Competitive Segments)
(Rx40)	Block Fund
(Rx41)	DeWolf Fund
(Rx42)	Simons Fund
(Rx43)	Trustee Fund
(Rx44)	Bike Fund
(Rx45)	Day Care Fund
(Rx46)	Other Fund
(Rx47)	Shaham Fund
(Rx48)	Ramond Family Fund
(Rx49)	Tree Fund

Object Code Descriptions (CCCC - Fifth Element):

The appropriate use of Object Codes on a Federally sponsored Fund should be reviewed carefully to confirm appropriate charging, allowability and justification per ACP's Allowable Costs on Sponsored Projects: Policy & Operational Procedure and Account Reconciliation and Review: Operational Procedure.

Object Codes Generally Applicable to Sponsored Projects:

Revenue (4XXX)

- **4300 Grant Income** – Grant or contract receipts from Federal sponsors
- **4400 Registration Fees** – Registration fees for participation in a Summer Program or Winter Conference.

Personnel Costs (60XX)

- **6000 Salaries** – Staff salaries and staff hourly pay
- **6010 Payroll Benefits** – Fixed annual health insurance reimbursement and wellness benefit (applicable to full-time staff only)
- **6020 Payroll Taxes** – Employer's portion of FICA and Medicare
- **6030 Pension** – Benefit for staff who are paid for more than 13 pay periods per year
- **6040 Other Staff Expense** – The costs of employee information publications, health or first-aid clinics and/or infirmaries, recreational activities, employee counseling services and any other expenses incurred in accordance with the non-profit



organization's established practice or custom for the improvement of working conditions, employer-employee relations, employee morale and employee performance

- As defined in A122, "Employee morale, health and welfare costs" are allowable on Federal sponsored projects.
- **6070 Temporary Labor** – Cost of hiring occasional assistance, including payments to high school summer casual employees.

Participant Support and Public Outreach Costs (7900 & 8000)

- **7900 Participant Support**
 - ***Applicable Subaccount Code: 1000 Housing*** – Charges for subsidies provided to Summer participants applied directly towards housing charges and to impartially selected Winter participants upon delivery of their housing receipts.
 - ***Applicable Subaccount Code: 1010 Registration*** – Registration Fees paid on behalf of participants
 - ***Applicable Subaccount Code: 1020 Travel*** – Cost of travel to/from Programs and Conferences
 - ***Applicable Subaccount Code: 1030 Other Expenses: Meals, Etc.*** – Costs for other forms of Participant Support paid to or on behalf of Participants
- **7950 Other** - Administrative fees
- **8000 Public Lectures** –Costs associated with conducting public lectures including facility rent, speaker honoraria, post-lecture meals (no alcohol), pre-lecture interview filming, lecture filming costs, and costs of notifying the public that a lecture, dialogue or radio interview will be held in accordance with OMB Circular A-122 1.d.(2) and 1.d.(3.)

Administration Costs (6XXX & 7XXX)

- **6100 Accounting** – Cost of annual audit and preparation of financial statements
- **6150 Computer** – Cost for online services including email hosting, website hosting, program-income-payment hosting and security certificates; cost of non-capitalized (under \$5000) computer equipment, development of PHP for online applications and registration, software, cost of accessing the internet and for a separate emergency internet access line, and IT services
- **6300 Insurance** – Costs for General Liability, D&O Insurance and Worker's Compensation
- **6400 Library** – Costs for magazines and books acquired for the ACP library
- **6450 Licenses, Fees, Reports** – Costs for annual filing with Colorado Secretary of State for Corporate Report and with Colorado Department of Local Affairs Division of Property Taxation for Annual Report for Exempt Property
- **6500 Office** – Cost for general office supplies
- **6550 Postage** – Costs for stamps and shipping for mailings and occasional packages
- **6600 Professional Dues** – Costs of ACP's membership in business, technical and professional organizations
- **6700 Telephone** - Costs for main phone lines, fire alarm, fax line, credit card line.



- Does not include cost of internet access
- **7000 Members Expense** – Expenses accrued by members usually associated with two annual meetings of the General Members and Board of Trustees held each summer, but may include expenses for conference calls, proxy votes or other board or committee matters
 - **Applicable Subaccount Code: 0200 Computer Committee** – Specific expenses accrued by the designated Computer Committee
 - **7010 Admissions Committee** – Costs associated with the Annual Meeting to determine summer admissions
 - **7100 Participant Expense** - Cost of maintenance contract and ink for copier and participants’ printers, non-capitalized purchases for items used exclusively by participants (e.g. conference tables, chairs), office supplies purchased for participants
 - **7150 Annual Mailing** – Cost for postage and printing expenses for annual summer and winter program poster notifications to United States physics institutions and to select foreign institutions with no email address when required by sponsored awards.
 - **7200 Bikes** – Costs for maintaining the ACP bicycle fleet
 - Primarily utilized on the Bike Fund
 - **7250 Credit Card Fees** –The fees associated with accepting credit cards as a payment method for Registration Fees
 - **7350 Food & Beverage** –The cost of food and beverages provided during ACP functions
 - Per OMB A122, Meetings and Conferences, “costs of meals and other items incidental to the meetings or conferences are allowable.”
 - Alcoholic beverages are not allowable on Federal awards.
 - **7750 Other Participant Expenses** – Other costs incurred associated with participants in the Winter and Summer Conferences and Programs

Facilities Costs (6XXX & 7XXX)

- **6200 Depreciation** – Charges for straight line depreciation on all capitalized items paid for with ACP General Fund and not with any grant or program income funds
- **6250 Grounds & Landscape** –Cost for grounds maintenance including plantings, tree maintenance, mowing and trimming and snow removal
- **6650 Repairs & Maintenance** – Costs for carpet and window cleaning, carpentry, painting, plumbing, electrical and other trades to maintain 4.3 acres. Includes daily and incident-specific supplies for all maintenance. Includes costs for security expenses. Does not include capital expenditures. Does include minor repairs that do not extend the life of equipment. Does not include computer maintenance
- **6750 Utilities** – Costs for electricity, gas, sewer, waste disposal and water

Reimbursements for Overhead Expenses

- **8900 Indirect Cost Reimbursements** – Reimbursement credits paid to the NSF-related funds associated with the indirect costs incurred by participants supported by non-NSF funds



Other Object Codes NOT Generally Applicable to Sponsored Projects:

Revenue

- **4000 Miscellaneous Income** – Charges for unclaimed deposits, penalties exacted and miscellaneous revenue sources
- **4050 Other Conference Income** – Funds received as payment for the limited use of ACP facilities by outside groups.
- **4100 Donations** – Funds received from corporate and individual donations
- **4200 Interest Income** – Credits for interest earned on Vanguard investments and other funds (e.g. checking accounts)
 - Vanguard investments applies to the ACP Board Designated Fund, the Block Fund, the Shaham Fund and the Trustee Fund
- **4210 Dividend Income** – Dividend Income earned on Vanguard investments
 - For the ACP Board Designated Fund, the Block Fund, the Shaham Fund and the Trustee Fund
- **4220 Unrealized Gains** – Unrealized Gains earned on Vanguard investments
 - For the ACP Board Designated Fund, the Block Fund, the Shaham Fund and the Trustee Fund
- **4230 Realized Capital Gains** – Realized Gains earned on Vanguard investments
 - For the ACP Board Designated Fund, the Block Fund, the Shaham Fund and the Trustee Fund
- **4500 Reimbursement Income** – Income earned on other ACP auxiliary/supplemental sources, including revenue on items purchased for direct resale to participants
 - ***Applicable Subaccount Code: 0010 Beer & Wine***
 - ***Applicable Subaccount Code: 0020 Cables***
 - ***Applicable Subaccount Code: 0030 Chaos Cookbook***
 - ***Applicable Subaccount Code: 0040 Soft Drinks***
 - ***Applicable Subaccount Code: 0050 Espresso***
 - ***Applicable Subaccount Code: 0060 Health Pass***
 - ***Applicable Subaccount Code: 0070 Ski Lessons***
 - ***Applicable Subaccount Code: 0080 Ski Lift Tickets***
 - ***Applicable Subaccount Code: 0090 Pastries***
 - ***Applicable Subaccount Code: 0100 Postage***
 - ***Applicable Subaccount Code: 0110 Store***
- **4600 Housing Rents from Participants** – Funds directly received from participants in payment for their summer housing
 - Applicable to the Housing Fund
- **4610 Housing Rent from Support** – Funds earned from sponsored projects designated specifically for participant support through lodging subsidy

Expense Object Codes

- **6130 Cash Over/Short** – Posting item for balancing petty cash
- **6340 Investment Expenses** – Costs for investment company costs such as postage
- **6350 Investment Fees** – Costs for investment company fees
- **7320 Facility Fee** – Cost for collecting and dispersing funds for participant support



or for indirect costs

- **7400 Gifts** –Costs for gifts or donations
- **7600 Housing Rent Expense** – Cost of rent paid for summer housing
- **7650 Housing Cleaning Expense** – Cleaning costs for summer housing
- **7680 Housing Miscellaneous Costs** – Costs for keys, repairs and maintenance of rental units and other miscellaneous costs specifically related to summer housing
- **8100 Outside Conference Expenses** – Costs for non-ACP events using ACP facilities
- **8200 Reimbursable Expenses** – Costs for expenses for items purchased for direct resale to participants
 - *Applicable Subaccount Code: 0010 Beer & Wine*
 - *Applicable Subaccount Code: 0020 Cables*
 - *Applicable Subaccount Code :0040 Soft Drinks*
 - *Applicable Subaccount Code: 0050 Espresso*
 - *Applicable Subaccount Code: 0060 Health Pass*
 - *Applicable Subaccount Code: 0070 Ski Lessons*
 - *Applicable Subaccount Code: 0080 Ski Lift Tickets*
 - *Applicable Subaccount Code: 0090 Pastries*
 - *Applicable Subaccount Code: 0100 Postage*
 - *Applicable Subaccount Code: 0110 Store*

