

# Milton Academy

## User Object Codes

### REVENUE

<b>41010 -</b>	<b>Tuition</b>
<b>41058</b>	Tuition for students in all grades
<b>41061 -</b>	<b>Scholarships / Abatement</b>
<b>41068</b>	Scholarships for students in all grades
<b>41090</b>	<b>Activities Fee / Grades 7-12</b> Includes all fees for activities for day and boarding students
<b>41100</b>	<b>Health Fee / Grades 7-12</b> Includes all fees for health
<b>41115</b>	<b>Technology Fee</b> Includes fees for technology
<b>41121</b>	<b>Other Fees</b> Includes all student fees not mentioned elsewhere
<b>41190</b>	<b>Clearing Fees</b> Account used as offset for fees not earned yet
<b>42010 –</b>	<b>Gift Income</b>
<b>42420</b>	Includes all monies collected or used by school over a particular period of time
<b>43012</b>	<b>Interest Income</b>
<b>43013</b>	Interest from various bank accounts
<b>43102</b>	<b>Realized and Unrealized Gains/Losses</b>
<b>43103</b>	Gains and losses on investments
<b>43801</b>	<b>Spending Policy Distribution</b> Monies transferred from endowment for operation
<b>44002</b>	<b>Auxiliary Enterprises - Dining Hall, Snack Bar, School Bus, Telephone</b> Includes all activities on a user charge basis
<b>44004</b>	<b>Auxiliary Enterprises – Vending- Soda and Bookstore/Sundries</b> Includes all activities on a user charge basis

# Milton Academy

## User Object Codes

- 45010 Tuition – Saturday Course**  
Tuition received from students for non-educational programs
- 45020 Fees – Non-Education Programs**  
Includes all fees for non-educational programs not mentioned elsewhere  
(Vacation Camp, After School Program, Hockey Rentals, Outside Events,  
Yearbook)
- 45300 Summer Camp Revenue**  
Includes all revenue for summer camp
- 47090 Application and Event Fee**  
Includes all fees for processing applications and admittance to events
- 47110 Miscellaneous**  
Includes all other income from various sources

# Milton Academy

## User Object Codes

### EXPENSE

<b>51010</b>	<b>Salaries Faculty</b> Salaries for full time faculty
<b>51110</b>	<b>Salaries Professional</b> Salary for full time contracted administrator
<b>51140</b>	<b>Salaries Office/Clerical</b> Salary for non-contracted employees
<b>51210</b>	<b>Salaries Overtime</b> Overtime for non-exempt employees
<b>51221</b>	<b>Salaries Coaches</b> Salaries for athletic coaches
<b>51222</b>	<b>Salaries PT Casual</b> Salary for part time non-contracted employees
<b>51440</b>	<b>Early Retirement Accrual</b> Accrual for early retirement
<b>51510</b>	<b>Health Insurance - Blue Choice</b> includes insurance for school employees and dependents: employee and matching shares
<b>51511</b>	<b>Shortfall Accrual</b> Expenses for Salary Accrued
<b>51520</b>	<b>Vision</b> Insurance to cover purchase of glasses
<b>51530</b>	<b>Delta Dental</b> Includes insurance for school employees and dependents: employee and matching shares
<b>51535</b>	<b>PFMLA</b> Mass paid Family Disability Medical Leave
<b>51545</b>	<b>Short Term Disability</b>
<b>51610</b>	<b>Standard Insurance Disability Insurance</b> Includes insurance for school employees: employee and matching shares

# Milton Academy

## User Object Codes

- 51620 Standard Insurance Life Insurance**  
Includes insurance for school employees: employee and matching shares
- 51640 MetLife LTC Insurance Plan**  
Insurance for long term care for school employees
- 51740 TIAA Annuity - Administration General**  
Includes insurance for school employees: employee and matching shares
- 51810 Unemployment Insurance**  
Amount paid for employees who have left the Academy's employ
- 51811 FICA**  
School contribution to federal unemployment system
- 52100 Electricity**  
Includes all electricity for the campus
- 52202 Fuel Oil**  
Includes all fuel oil for the campus
- 52300 Gas**  
Includes all gas for the campus
- 52301 Gas**  
Includes gas for B & G Vehicles
- 52302 Propane Gas**  
Propane gas for locations on campus
- 52400 Water**  
Includes all water for the campus
- 53010 Office Equipment**  
Includes all peripheral equipment necessary for the school
- 53020-53070 Capital Projects/Equipment**  
Includes all capital projects and equipment, managed by Facilities
- 53100 Computer Hardware**  
Includes all peripheral equipment necessary for the school

# Milton Academy

## User Object Codes

- 53110 Computer Software**  
Includes all peripheral equipment necessary for the school
- 53200 Telephone**  
Includes all telephone charges by departments, cellular phones and conference call services
- 53210 Contingency**  
Offset to object code 53020-53070; these are items to be capitalized
- 53300 Travel**  
Includes all travel, hotel, meals, and transportation expenses related to business expenditures.
- 54130 Uniforms**  
Includes all articles of footwear and apparel including caps, insignias, and employee outfitting
- 54140 Student's Medical Supply - Insurance**  
Includes insurance for students
- 55010 Books, Subscriptions**  
Includes all expenditures for books and subscriptions for educational and informational purposes
- 55011 Lower School Library – Books and Subscriptions**  
Includes all expenditures for books and subscriptions for educational and informational purposes for the lower school
- 55012 Lower School Library – Summer Books**  
Purchase of summer books for the lower school
- 55100 Postage**  
Includes stamps and mailing
- 55200 Music and Records**  
Includes all materials and supplies
- 55250 Awards, Prizes, Gifts**  
Charge for awards, plaques, trophies and other tokens of recognition
- 55310 Supplies - Office**  
Includes all materials and supplies

# Milton Academy

## User Object Codes

- 55320**      **Supplies - Classroom**  
Includes all materials and supplies
- 55321**      **Supplies - Play**  
Includes all materials and supplies for Lower School play
- 55330**      **Supplies - Spring Concert**  
Includes all materials and supplies for Lower School concert
- 55340**      **Supplies - Audio Visual**  
Includes all materials and supplies
- 55390**      **Supplies - Art**  
Includes all materials and supplies
- 55410**      **Supplies - Electrical**  
Includes all materials and supplies
- 55450**      **Supplies - Custodial & Laundry**  
Includes all materials and supplies
- 55460**      **Supplies - Shop**  
Includes all materials and supplies
- 55461**      **Supplies - Locks and Keys**  
Includes all materials and supplies
- 55550**      **Supplies - Plumbing**  
Includes all materials and supplies
- 55610**      **Printing**  
Includes all expenditures for printing, binding, paper stock, engrossing and copyrighting
- 55650**      **Preproduction - Commencement**  
Expenses for Printing for Commencement
- 55710**      **Maintenance Office Equipment**  
Includes all materials and preventive maintenance repairs & replacement & alteration material for the office
- 56010**      **Memberships & Dues**  
Includes dues and membership in all professional organizations

# **Milton Academy**

## **User Object Codes**

- 56020      Conferences**  
Includes the gathering of school staff or professionals for meetings on and off campus
- 56030      Speaker Fee**  
Token dollar amount paid for a one -time service
- 56040      Consultants-Training**  
Token dollar amount paid for a one - time service
- 56050      Costumes**  
Includes all articles of footwear, apparel including caps & insignias
- 56060      Professional Development & Training**  
Includes the expenditures for the training of students and employees
- 56080      Contracted Services & Repairs**  
Use of outside vendor(s) for (as needed) repairs to building, grounds, or equipment
- 56081      Annual Service Contracts**  
Annual agreement with an outside vendor(s), to provide services or goods, at a fixed annual cost
- 56085      Contracted Services Elliott - Dining Hall**  
Food costs related to Elliott Dining Hall
- 56100      Game Officials**  
Officials assigned to athletic events, not Milton Academy employees
- 56110      Photography**  
Includes all expenditures and peripheral stock relating to photography
- 56120      Advertising & Publicity**  
Includes all expenditures from all sources of advertising
- 56230      Catering Services and Food**  
Includes all dining charges on campus
- 56231      Catering Services - External Food**  
Off campus catering services
- 56240      Dorm - Activities**  
Includes activities related to events in dormitories

# Milton Academy

## User Object Codes

- 56320 Other Entertainment**  
Includes food service charges and other costs associated with campus hosted receptions and departmental functions
- 56321 Special Events**  
Includes charges associated with hosting an event
- 56420 Equipment Rental**  
Includes rentals of supplies or materials
- 56520 Trash & Rubbish Removal**  
Includes all costs for this area including waste material
- 56530 Grounds Upkeep**  
Includes all supplies and maintenance for upkeep of grounds and athletic fields
- 56550 Custodial Services- Building**  
Includes all expenses for custodial services
- 56551 Custodian Services - Suburban**  
Expense for custodial Services
- 56560 Laundry Service**  
Includes all expenses and supplies incurred for laundering whether on or off campus
- 56570 Pest Controls**  
Includes all expenditures related to spraying materials and exterminators
- 56590 Equipment Repair**  
Repair of equipment
- 56700 Design Fees**  
Payment for architectural services
- 56720 Inspection & Testing Fees**  
Includes all fees incurred due to inspections or testing
- 56721 Automobile Registration and Inspection**  
Includes all fees incurred due to automobile registration and inspection
- 57150 Miscellaneous Scholarships**  
Non tuition expenses for scholarships given to students



# Milton Academy

## User Object Codes

<b>58010</b>	<b>Unemployment Insurance</b> Insurance for employees who have left school employment
<b>58020</b>	<b>Worker Compensation Insurance</b> Insurance for workers
<b>58050</b>	<b>Professional Fees - Audit</b> For audit services provided
<b>58060</b>	<b>Professional Fees - Legal</b> For legal services provided
<b>58080</b>	<b>Liquidated - Prior Year Adjustment</b> Accrued monies from prior year which were not expended
<b>58100</b>	<b>Taxes - Property</b> For the payment of taxes
<b>58120</b>	<b>Bad Debts</b> Expense to write off an uncollectible account
<b>58150</b>	<b>Bank Expenses</b> Includes all bank and credit card fees
<b>58200</b>	<b>Miscellaneous</b> Includes all other expenses not listed elsewhere
<b>58201 - 58215</b>	<b>Lower School Expenses</b> (see last page for detail) Expenses for various Lower School activities
<b>58230</b>	<b>Interest Expense</b> For payment of bank interest on notes
<b>58241</b>	<b>Depreciation Expense</b> Depreciation of all capital items including equipment
<b>58242 - 58243</b>	<b>Premium Expense Accretion Expense</b> Offset of any discount or premium in purchase of bonds which do not equal principal
<b>58250</b>	<b>Public Issues</b> Includes all expenses related to the public issues program

# Milton Academy User Object Codes

<b>58260</b>	<b>Refund Expense</b> Refund overpayments to student
<b>58449 - 59298</b>	<b>Endowment Expenses</b> Cost related to any endowment that provides augmentation
<b>59330 &amp; 59331</b>	<b>Restricted Gift</b> Donor designated gifts that can be used after meeting donor's requirements
<b>59550</b>	<b>Capital Purchases</b> Allowance for capital purchases augmenting their budget on a one time basis
<b>59551</b>	<b>Operational Projects</b> Expenses related to facility projects that will be expensed

## TRANSFERS

<b>71001- 71004</b>	<b>Transfers</b> Includes transfers from other funds
-------------------------	---

## LOWER SCHOOL

<b>58207</b>	<b>Garden Sustainability</b>
<b>58212</b>	<b>Counseling</b>
<b>58214</b>	<b>English Language Arts</b>
<b>58215</b>	<b>Math</b>