

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
U P T A S

prepared by:

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All Previous Editions Obsolete

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SUMMARY OF CHANGES

Change Revenue Source Codes:

- G269 OTHER FEDERAL GRANTS (SPECIFY)
- G362 STATE MAINTENANCE ASSISTANCE PROGRAM
- G364 STATE OPERATING ASSISTANCE (RGP)
- G365 RESERVED
- G368 RESERVED
- G369 OTHER STATE ASSISTANCE (SPECIFY)
- G371 LOCAL GVMT CASH MATCH - ADMINISTRATION
- G372 LOCAL GVMT CASH MATCH - OPERATING (SMAP)
- G373 LOCAL GVMT CASH MATCH - CAPITAL
- G374 LOCAL GVMT CASH MATCH - OPERATING (RGP)
- G375 RESERVED
- G376 LOCAL GVMT CASH MATCH - TECHNOLOGY
- G377 LOCAL GVMT CASH MATCH - FACILITY
- G378 RESERVED
- G379 LOCAL GVMT CASH MATCH - OTHER (SPECIFY)
- G381 OTHER LOCAL CASH MATCH - ADMINISTRATION
- G382 OTHER LOCAL CASH MATCH - OPERATING
- G383 OTHER LOCAL CASH MATCH - CAPITAL
- G384 OTHER LOCAL CASH MATCH - CHARTER PROFITS
- G385 OTHER LOCAL CASH MATCH - ADVERTISING PROFITS
- G386 OTHER LOCAL CASH MATCH - TECHNOLOGY
- G387 OTHER LOCAL CASH MATCH - FACILITY
- G388 RESERVED
- G389 OTHER LOCAL CASH MATCH - OTHER (SPECIFY)
- G511 GENERAL PUBLIC FARES
- G525 PARATRANSIT FARES
- G841 DONATED / CONTRIBUTED LABOR/SERVICES - (See corresponding Expenditure Code 361)
- G842 DONATED / CONTRIBUTED SUPPLIES/EQUIPMENT - (See corresponding Expenditure Code 271)
- G843 DONATED / CONTRIBUTED SPACE - (See corresponding Expenditure Code 471)
- G861 RENT INCOME

Add Object of Expenditure Codes:

- G271 DONATED / CONTRIBUTED SUPPLIES/EQUIPMENT – Local accounting use, not eligible for reimbursement. Refer to grant program guidance for eligibility and documentation requirements for use as in-kind match. (See corresponding Revenue Source Code 842).
- G361 DONATED / CONTRIBUTED LABOR/SERVICES - Local accounting use only, not eligible for reimbursement. Refer to grant program guidance for eligibility and documentation requirements for use as in-kind match. (See corresponding Revenue Source Code 841).
- G471 DONATED / CONTRIBUTED SPACE - Local accounting use only, not eligible for reimbursement. Refer to grant program guidance for eligibility and documentation requirements for use as in-kind match. (See corresponding Revenue Source Code 843).
- G499 OTHER FIXED CHARGES/CURRENT EXPENSES - (Specify) Cost of any other fixed charges or current expenses of the transit system, not properly chargeable to another object of expenditure.
- G514 MICRO PORTABLE PROJECTOR / LAPTOP – Includes the combined cost of laptop (portable) computer **and** portable overhead audio/video projector (“light box” for use with laptop). May also include Microsoft Office software for laptop, accessories such as cable connectors, adapters, carrying cases, etc., when included with initial purchase. (Use 513 for purchase of audio/video overhead projector without laptop.)
- G581 CONSTRUCTION / PROJECT MANAGEMENT SERVICES - A firm, team, or an individual acts as an extension of staff to the Owner and manages the entire project with pre-planning, design, construction, engineering and management expertise that can assure the best possible project outcome. This is not the same as a general contractor.
- G597 CONTINGENCY (RESERVED FOR CONSTRUCTION PROJECTS)
- G598 28-FT LIGHT TRANSIT VEHICLE W/LIFT (SPECIFY REP/EXP) - Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; max. capacity - 22 passengers, depending on floor plan.

Change Object of Expenditure Codes:

- G191 ACCOUNTING - Accounting services and audit fees. To be eligible to use federal funds for A-133 audit, federal funds received, used, or expended must be \$500,000 or more. A-133 audits that are completed, but not required, are not eligible for reimbursement. When federal funds received, used, or expended are less than \$500,000 and an A-133 audit is not required, federal funds may be used for annual financial, yellow-book, or other audit, as required.
- G311 TRAVEL - Reimbursement to employees for mileage in personal vehicle for business use and travel costs for transportation (other than 314) by employees who are in travel status on official business incident to the project. Includes reimbursement to employees for mileage, toll charges, parking fees, and commercial carrier fares. (Amount reimbursed must be based on grantee's approved travel policy.)
- G314 TRAVEL – MOTOR-POOL OR LEASED VEHICLE - Contract cost and/or operating cost of rental vehicle used in travel away from assigned duty station. Including but not limited to vehicle rental, gasoline, motor oil, toll charges and parking fees. If **Motor-Pool vehicle**, or transit system administrative (non-revenue) vehicle is used, reimbursement will be based on **mileage at Motor-Pool rate** in accordance with grantee’s travel policy. Grantees may also use the current State Motor-Pool rate. (Does not include vehicles used in the provision of contracted transportation services.)

(CONT.)

Change Object of Expenditure Codes:

- G325 POSTAGE - Includes stamps and express mail. If postal meter is used, use object code 432 for costs associated with postal meter.
- G341 PRINTING & REPRODUCTION - Cost of printing/reproduction jobs done from original documents furnished by Grantee. **For Printing/Repro costs associated with in-house marketing, use object code 371.**
- G349 OTHER PRINTING & BINDING - **For Printing/Repro costs associated with in-house marketing, use object code 371.**
- G371 MARKETING - PAID ADVERTISEMENTS - Cost of paid advertisements (newspaper ads, radio and TV spots, etc.) and/or the services of a professional marketing firm. **May also include cost of printing/reproduction associated with in-house marketing.**
- G392 LAUNDRY AND DRY CLEANING – Cost of cleaning uniforms and other clothing owned by project.
- G395 TRAINING - EMPLOYEE EDUCATION EXPENSE - Cost of schools or other safety and/or transportation-related training for grantee's employees or volunteers. Eligible employee training expenses include: registration fees, tuition, books and materials for approved courses; travel, lodging and meals related to approved training activities; fees for purchase or rental of Video or CD-ROM training or fees for participation in Internet or world wide web based training courses (excluding basic Internet service provider fees); and instructor fees and materials cost for approved courses. **Use object codes 31X for annual public transportation conference attendance and other non-training, administrative travel.**
- G432 LEASE OF POSTAL METER - Includes cost to lease a postal meter. If a postal meter is used, do not budget postage (associated with postal meter) in line item 325.
- G452 INSURANCE - VEHICLES - Cost of vehicle insurance will be an eligible administrative cost, **effective FY2007.**
- G513 AUDIO VISUAL EQUIPMENT - Includes the costs of overhead projector, TV, VCR, and audio/video projector ("light box" for use with PC), to be used for training purposes. (Use 514 for purchase of audio/video overhead projector with laptop.)
- G521 PERSONAL COMPUTER SYSTEM - Cost of desktop computer (CPU), monitor, keyboard, mouse, Microsoft Office software, and technical support contract expenses. Does not include cost of laptop (portable) computer.
- G522 PRINTER - Cost of network and/or non-network printers for use by the transit system.
- G523 COMPUTER SOFTWARE - Cost of computer software for operating system and computer-based applications. **Cost of scheduling software is limited to Technology Department only.**
- G525 NETWORK SERVER - For use with network applications/programs.
- G526 MOBILE DATA DEVICES - See Technology Plan for description. (Technology Department only)
- G527 AUTOMATIC VEHICLE LOCATION - See Technology Plan for description. (Technology Department only)
- G528 DATA COMMUNICATION DEVICE - See Technology Plan for description. (Technology Department only)

(CONT.)

Change Object of Expenditure Codes:

- G534 FEASIBILITY / ENVIRONMENTAL STUDY - Costs associated with securing a consultant to research potential land acquisition to determine appropriateness of site/project, analyze current/future needs, and compare options; and/or determine if there may be any environmental factors to be considered.
- G556 TELEPHONE EQUIPMENT - Individual telephone instruments (does not include new or replacement telephone **systems** – see 524); may include cellular (digital) phone (includes charger, battery, adapter, and/or other accessories).
- G573 ALLOWABLE ALTERNATE VEHICLE (SPECIFY REP/EXP) - Lift-equipped transit vehicle for transportation of children; includes one wheelchair station.
- G577 OTHER TRANSIT VEHICLE (SPECIFY REP/EXP) - Other transit-type vehicles not otherwise identified in UPTAS. Specify type and if equipped with lift.
- G583 BUS STOP SHELTERS/BENCHES - Enclosure and seating provided to passengers at bus stop. **Must meet ADA requirements. Requires plan approval by city or county regarding location.**

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM**

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Chapter I. General Introduction to Chart of Accounts

Adaptation to Organizational Structure

Use in Budgeting

Purpose and Procedures

Fund Structure

Basic Accounts

Revenue Source Codes

Expenditure Object Codes

Discussion

Examples:

Asset Account

Liability Account

Revenue Account

Expenditure Account

Options

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NORTH CAROLINA DEPARTMENT OF TRANSPORTATION UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM

Chart of Accounts - General Introduction

The North Carolina Department of Transportation (NCDOT) has modified the Local Government Finance Commission (LGFC) standard chart of accounts to accommodate the need for transportation-specific budgeting and reporting requirements.

Based upon discussions with LGFC, it was determined that the chart of accounts to be developed would be used by local government transportation providers under the Enterprise Fund and, therefore, consideration was given only to transportation-related categories in the LGFC chart of accounts. Neither general purpose government nor human service agency organizational expenditure account codes are included.

The purpose of the attached chart of accounts is to provide a uniform structure to the accounting system used by various rural and small urban public transportation providers in North Carolina. In the design of the Uniform Public Transportation Accounting System (UPTAS), it was necessary to provide for a high degree of flexibility in view of the different entities providing public transportation services.

UPTAS should be considered as a base to be either expanded or contracted to fit the specific needs of the user.

This classification system is designed for budgeting, accounting, invoicing and reporting purposes. A classification system is the framework around which any accounting system is developed. The test of the adequacy of a classified system must be -- "Does it provide the information needed for administrative and reporting purposes?" The classification system should furnish the required information in the quickest, clearest, and most economical manner. This standard classification system is devised to reflect financial data in a number of different ways, but it should not be expected to supply every kind of desired information. For some data it may be necessary to regroup certain of the accounts or to separate accounts into further detail.

Adaptation to Organizational Structure

Before adopting this classification, it should be studied to determine adjustments necessary to make it suitable to the requirements of a particular transportation project. The standard classifications cover those accounts commonly found in accounting systems of local governments, as well as some which are not commonly found. Small projects may not need all of the accounts provided; naturally, only those accounts needed should be used.

In adapting this classification system to an individual transportation project, the balance sheet accounts, as well as the revenue and expenditure accounts which are used, should be kept in the same order as they appear in the standard classification system. An account should be set up for each separate activity performed by each project.

Adjustments should be made only when necessary and desirable because the value derived from a standard classification of expenditures depends greatly upon detailed accounts. A large transportation project may find it desirable to show functions or activities in greater detail than is suggested here.

Use in Budgeting

The budget must contain both a revenue and an expenditure program. The classification of revenue and expenditures presented herein will enable administrative officials to fix a definite goal, establish a means of control, and secure coordination of activities. Moreover, a chief aim in comparable governmental financial statistics is to report actual operations as compared with budget estimates. By using the same classification in the budget, in the accounts, and in the reports, it is easier to reflect the extent to which budgetary operations are balanced or show an excess of revenues over expenditures or an excess of expenditures over revenues.

Revenues should be shown by sources. Accurate revenue estimates are dependent upon a source classification because factors which determine the amount of revenues do not affect each source uniformly. Thus the revenue side of the budget is more likely to be realized if estimates are segregated by sources and are controlled accordingly.

Expenditures should be shown in the budget by the classification from which they are paid, by the activities for which the expenditures are made and by the objects of expenditure. The classification of spending provides classes for budget estimates and furnishes control accounts by which projects can be held accountable for money expended. The activity classification makes the budget more intelligible by showing the purpose of each expenditure. The object classification provides greater detail for judging and controlling estimates.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM

Purpose

The transportation chart of accounts is arranged to provide a uniform and orderly governmental fund accounting system for transportation projects. It is specifically structured to facilitate the determination by local governing bodies of revenues earned versus expenses incurred, and to comply with Local Government Commission procedures.

The accounting system is designed to protect the assets, assist in the prompt collection of amounts, permit the payment of debts in a prompt manner, facilitate grants accounting, and assist the governing body and officers to manage the project. A secondary consideration is the requirement for separation of information and for the inclusion of information which an independent auditor will need for the required annual audit report.

The Uniform Public Transportation Accounting System (UPTAS) is a complete governmental fund accounting system encompassing assets, liabilities and equity, revenues and expenditures.

G.S. 159-7 defines a fund as "a fiscal and accounting entity with a self-balancing set of accounts recording cash and other resources, together with all related liabilities and residual equities or balances, and changes therein for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations." Thus the "fund" is the basic operating and accounting entity of each public authority and unit of government, as such, it is very strictly regulated by law and by "generally accepted accounting principles."

Procedures

Nine digit account codes have been assigned in all cases. The first two digits are the fund codes and remain the same for assets, liabilities, revenues and expenditures.

Categorized, these numbers are:

Fund Structure

10 - 19	General Fund
20 - 29	Special Revenue Funds
30 - 39	Debt Service Funds
40 - 49	Capital Project Funds
50 - 59	Special Assessment Funds
60 - 69	Enterprise Funds

65	Mass Transit
70 - 79	Trust and Agency Funds
80 - 89	Internal Service Funds
90 - 99	Account Groups

The third, fourth, fifth, and sixth digits are basic accounts for assets, liabilities, and revenues and they designate departments or activities in the expenditure section of the chart. They are numbered as follows:

Basic Accounts

1000 - 1999	Assets
2000 - 2999	Liability and Equity
3000 - 3999	Revenues
4000 - 9999	Expenditures

The last three digits are sub-account codes for the assets, liabilities, and equity sections of the chart. In the revenue section of the chart, they indicate source codes. In the expenditures section, they indicate objects of expenditure.

Revenue source codes and expenditure object codes may be used as sub-account codes to record assets, liabilities and equity.

Revenue source codes and expenditure object codes are summarized below:

Revenue source codes:

G100	Taxes
G200	Intergovernmental revenues - federal
G300	Intergovernmental revenues - non-federal
G400	Service charges
G500	Enterprise charges
G800	Miscellaneous income
G900	Non-revenue receipts

Expenditure object codes:

G100	Personal services
G200	Supplies and materials
G300	Current obligations and services
G400	Fixed charges and other expenses
G500	Capital outlay
G600	Contracts, grants and other subsidies
G700	Debt service
G800	Transfers and refunds
G900	Contingencies

Discussion

As in the case of funds, the number of separate revenue codes, departmental expenditure codes, revenue source codes, and object of expenditure codes should be kept to the minimum needed to allow good management of the project's fiscal affairs. The chart of accounts established for the project should follow the organization and objectives of the local transportation project.

The balance sheet accounts which are maintained in the general ledger will vary considerably from project to project. A project with a sophisticated, accurate system of subsidiary ledgers will need fewer general ledger accounts than otherwise. The complexity of operation and the interrelationship of the project to local government will also affect the number of accounts which should be used.

The departmental expenditure codes should be established for the fewest departments consistent with the organization and objectives of the project. Each such department should benefit the Executive and Governing Body of the project in terms of either ease of management, information needed to establish a fare structure, local match contribution, or to make other decisions which they may be called upon to make.

Object of Expenditure Codes should be assigned to a department only where the additional information is of value in managing the project or department.

Revenue codes are designed to differentiate all the larger sources of revenue to the project. The revenue source codes are classified into eight areas. Revenue source codes should be established for each revenue received.

Account numbers for assets, liabilities, revenues and expenditures are structured as follows:

XX

XXXX

XXX

Fund

Basic Account

Sub-account Code of Assets, Liabilities and Equity

Source Code for Revenues

Object Code for Expenditure

Typical examples are:

Asset Account:

65

1510

452

Mass Transit (Enterprise) Fund

Prepaid Expenses - Enterprise

Prepaid Vehicle Insurance

<u>Liability Account:</u>	<u>65</u>	<u>2300</u>	<u>000</u>
Mass Transit (Enterprise) Fund			
Accrued Expenses Payable			
<u>Revenue Account:</u>	<u>65</u>	<u>3452</u>	<u>511</u>
Mass Transit (Enterprise) Fund			
Mass Transit Revenues			
Passenger Fares			
<u>Expenditure Account:</u>	<u>65</u>	<u>4521</u>	<u>321</u>
Mass Transit (Enterprise) Fund			
Mass Transit Expenditures - Administrative			
Telephone Service			
<u>Expenditure Account:</u>	<u>65</u>	<u>4522</u>	<u>251</u>
Mass Transit (Enterprise) Fund			
Mass Transit Expenditures - Operating			
Motor Fuels and Lubricants			
<u>Expenditure Account:</u>	<u>65</u>	<u>4524</u>	<u>546</u>
Mass Transit (Enterprise) Fund			
Mass Transit Expenditures - Capital-Standard			
Standard Van/14 passenger seating			

Options

For those projects using Planning Programming and Budgeting Systems or other similar project control techniques the same nine-digit chart of accounts format would still be applicable. However, additional coding would then be added to the right-hand side of the appropriate nine-digit account numbers. This additional coding would include one or two digits for program and sub-programs and would be structured locally to suit the specific requirements of the Planning Programming and Budgeting Systems controls employed.

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Chapter II. Summary Listing of Codes

Asset Codes
Liability and Equity Codes
Revenue Codes
Expenditure Codes

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UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Summary Listing - Asset Codes

1000 ASSETS

1100	Cash and cash equivalent
1200	Accounts receivable
1300	Interfund receivables (Due from)
1400	Inventories
1500	Prepaid expenses
1600	Other assets
1700	Fixed assets
1800	Accumulated depreciation
1900	Special governmental accounts

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Summary Listing - Liability and Equity Codes

2000 LIABILITIES AND EQUITY

2100	Accounts payable
2200	Bonds payable
2300	Accrued expenses payable
2400	Interfund payable (Due to)
2600	Deferred revenues
2700	Long-term payables
2800	Equity other than fund balance
2900	Fund balance/retained earnings

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Summary Listing - Revenue Codes

3000 REVENUES

3100	Taxes - ad valorem
3200	Taxes - other
3300	Governmental shared revenues
3400	Departmental
3410	General Government
3430	Public Safety
3450	Transportation
3451	Streets and highways
3452	Mass transit
3453	Airports
3454	Parking facility
3470	Environmental Protection
3490	Economic and physical development
3500	Human services
3600	Cultural and recreational
3700	Utilities
3800	Capital outlays/Miscellaneous revenue
3900	Debt issues/interfund transfers/budgetary accounting

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Summary Listing - Expenditure Codes

4000 EXPENDITURES

4100	General government
4200	Central services
4300	Public safety
4500	Transportation
4510	Streets and highways
4520	Mass transit
4521	Mass transit - Administration
4522	Mass transit - Operating
4523	Mass transit - Capital I
4524	Mass transit - Capital II
4525	Mass transit - Employee Development
4526	Mass transit - Planning I
4527	Mass transit - Planning II
4528	Mass transit - Technology
4529	Mass transit - Facility
4530	Airports
4540	Parking facility
4700	Environmental protection
4900	Economic and physical
5000	Human services
6100	Cultural and Recreation
7000	Utilities
8000	Capital outlays
9000	Debt service
9600	Accumulated fringe benefits
9800	Transfers to other funds
9900	Budgetary accounting only

Chapter III. Detailed Listing of Codes

Asset Codes

Liability and Equity Codes

Revenue Codes

Revenue Source Codes

Departmental Expenditure Codes

Object of Expenditure Codes

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UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Detailed Listing - Asset Codes

1000 ASSETS

1100	Cash and cash equivalent
1101	Due from Central Depository
1110	Cash on hand
1120	Cash on demand
1130	Cash in time deposits
1140	Temporary investments -- governments and agencies
1150	Other temporary direct investments
1160	Repurchase agreements and other indirect investments
1170	Investments in the N.C. Cash Management Trust
1200	Accounts receivable
1210	Taxes receivable
1213	Local option dedicated transit tax receivable
1219	Allowance for doubtful tax receivables
1230	Intergovernmental accounts receivable
1231	Accounts receivable -- federal governments
1232	Accounts receivable -- state governments
1233	Accounts receivable -- local governments
1234	Accounts receivable -- other public agencies
1239	Allowance for doubtful intergovernmental accounts receivable
1240	Enterprise receivables
1245	Accounts receivable -- mass transit
1249	Allowance for doubtful enterprise receivables
1250	Other receivables
1251	Accounts receivable -- others
1259	Allowance for doubtful other receivables
1300	Interfund/intergovernmental receivables (due from)

1400	Inventories
1410	Inventories -- operations
1420	Inventories -- maintenance
1430	Inventories -- administrative
1500	Prepaid expenses
1510	Prepaid expenses -- enterprise
1600	Other assets
1610	Long-term receivables
1620	Deferred charges
1700	Fixed assets
1710	Land
1720	Improvements other than buildings
1730	Buildings
1750	Equipment
1760	Vehicles
1790	Construction in progress
1800	Accumulated depreciation
1820	Improvements other than buildings
1830	Buildings
1850	Equipment
1860	Vehicles
1900	Special governmental accounts
1910	Amounts available for payment of long-term debt
1920	Amounts to be provided for payment of long-term debt

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Detailed Listing - Liability and Equity Codes

2000 LIABILITIES AND EQUITY

2100	Accounts payable
2150	Bonds and coupons outstanding
2200	Bonds payable
2300	Accrued expense payable
2400	Interfund/intergovernmental-payable (due to)
2600	Deferred revenues
2700	Long-term payables
2720	Bonds and notes payable -- enterprise
2760	Other long-term debt -- enterprise
2800	Equity other than fund balance
2810	Contributed capital
2820	Investment in fixed assets
2900	Fund balance/retained earnings
2910	Reserved fund balance
2911	Reserved for inventories
2912	Reserved for encumbrances
2920	Designated fund balance
2930	Undesignated fund balance
2950	Reserved retained earnings
2960	Unreserved retained earnings

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Detailed Listing - Revenue Codes

3000 REVENUES

3100	Taxes -- ad valorem
31XX (Yr)	Taxes -- ad valorem - dedicated to transit
3113	Taxes -- ad valorem - written off
3320	State shared revenues
3325	Tax refunds
3450	Transportation
3452	Mass transit
3830	Miscellaneous revenue
3831	Investment earnings
3833	Contributions and donations
3834	Rents
3835	Sales
3839	Other miscellaneous revenue
3910	Proceeds of debt issues
3980	Transfers from other funds
3981	General funds
3982	Special revenue funds
3983	Debt service funds
3984	Capital projects funds
3986	Enterprise funds
3987	Trust and agency funds

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Detailed Listing - Revenue Source Codes

G100 TAXES

- G120 Levied for project
- G140 Discoveries for prior years
- G170 Penalties
- G180 Interest on delinquent taxes.

G200 INTERGOVERNMENTAL REVENUES - FEDERAL

- G260 Categorical grants
 - G261 SECTION 5311 ADMINISTRATION
 - G262 SECTION 5311 OPERATING
 - G263 SECTION 5311 CAPITAL
 - G264 VOCATIONAL REHAB (DIRECT RECIPIENT)
 - G265 OLDER AMERICANS ACT TITLE III
 - G266 SECTION 5311 TECHNOLOGY
 - G267 SECTION 5311 FACILITY
 - G269 OTHER FEDERAL GRANTS (SPECIFY)

G300 INTERGOVERNMENTAL REVENUES - NON-FEDERAL

- G360 Categorical grants
 - G361 STATE ADMINISTRATION ASSISTANCE
 - G362 STATE MAINTENANCE ASSISTANCE PROGRAM
 - G363 STATE CAPITAL ASSISTANCE
 - G364 STATE OPERATING ASSISTANCE (RGP)
 - G365 RESERVED
 - G366 STATE TECHNOLOGY ASSISTANCE
 - G367 STATE FACILITY ASSISTANCE
 - G368 RESERVED
 - G369 OTHER STATE ASSISTANCE (SPECIFY)
- G370 Local government cash match
 - G371 LOCAL GVMT CASH MATCH - ADMINISTRATION
 - G372 LOCAL GVMT CASH MATCH - OPERATING (SMAP)
 - G373 LOCAL GVMT CASH MATCH - CAPITAL
 - G374 LOCAL GVMT CASH MATCH - OPERATING (RGP)
 - G375 RESERVED
 - G376 LOCAL GVMT CASH MATCH - TECHNOLOGY

- G377 LOCAL GVMT CASH MATCH - FACILITY
- G378 RESERVED
- G379 LOCAL GVMT CASH MATCH - OTHER (SPECIFY)

G380 Cash match -- other sources

- G381 OTHER LOCAL CASH MATCH - ADMINISTRATION
- G382 OTHER LOCAL CASH MATCH - OPERATING
- G383 OTHER LOCAL CASH MATCH - CAPITAL
- G384 OTHER LOCAL CASH MATCH - CHARTER PROFITS
- G385 OTHER LOCAL CASH MATCH - ADVERTISING PROFITS
- G386 OTHER LOCAL CASH MATCH - TECHNOLOGY
- G387 OTHER LOCAL CASH MATCH - FACILITY
- G388 RESERVED
- G389 OTHER LOCAL CASH MATCH - OTHER (SPECIFY)

G400 SERVICE CHARGES AND OTHER REVENUE

G410-G441 Departmental services -- direct and third party payees

- G411 AGING PROGRAM / TITLE III
- G412 DEPARTMENT OF SOCIAL SERVICES
- G413 SHELTERED WORKSHOP
- G414 MENTAL HEALTH PROGRAM
- G415 HEALTH DEPARTMENT
- G416 COMMUNITY ACTION PROGRAM
- G417 HEAD START PROGRAM
- G418 DAYCARE
- G419 MEDICAL
- G420 PARKS AND RECREATION
- G421 PUBLIC / PRIVATE SCHOOL
- G422 TEEN PARENT
- G423 COMMUNITY LIVING SKILLS
- G424 HOSPITAL
- G425 COMMUNITY COLLEGE
- G426 COLLEGE / UNIVERSITY
- G427 AGING PROGRAM SUPPLEMENT
- G428 CHILD DEVELOPMENT
- G429 WORK FIRST
- G430 OTHER

- G431 BLIND SERVICES
- G432 VOCATIONAL REHABILITATION
- G433 COMMUNITY SERVICES BLOCK GRANT
- G434 SMART START
- G435 AGRICULTURE EXTENSION
- G436 JTPA
- G437 NURSING HOME
- G438 REST HOME
- G439 PRIVATE INDIVIDUAL
- G440 ELDERLY & DISABLED TRANSPORTATION ASSISTANCE PROGRAM (EDTAP)
- G490 Other reciprocal revenue -- not elsewhere classified
- G497 INVESTMENT INCOME

G500 ENTERPRISE CHARGES

- G510 Passenger fares
 - G511 GENERAL PUBLIC FARES
- G520 Special transit fares
 - G521 PREPAID FARES/BULK PURCHASE DISCOUNTS
 - G522 SENIOR CITIZEN FARES
 - G523 STUDENT FARES
 - G524 CHILD FARES
 - G525 PARATRANSIT FARES
 - G529 OTHER SPECIAL TRANSIT FARES
- G530 Special charges
 - G533 SPECIAL ROUTE GUARANTEES

G800 MISCELLANEOUS INCOME

- G810 Sale of materials and scrap
 - G811 SALE PROCEEDS FROM SALE OF MATERIALS/SCRAP
- G820 Sale of fixed assets
 - G821 SALE PROCEEDS OF FIXED ASSETS
- G840 Contributions and donations
 - G841 DONATED / CONTRIBUTED LABOR/SERVICES
 - G842 DONATED / CONTRIBUTED SUPPLIES/EQUIPMENT
 - G843 DONATED / CONTRIBUTED SPACE
 - G844 DONATIONS - CASH

G860 Rents

G861 RENT INCOME

G890 Other revenues -- not elsewhere classified

G891 OTHER REVENUE NOT ELSEWHERE CLASSIFIED

G900 NON-REVENUE RECEIPTS

G990 For Budgetary Accounting Only

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Detailed Listing - Departmental Expenditures Codes

4500 TRANSPORTATION

4510 Streets and highways

4520 Mass transit

 4521 Mass transit - Administration

 4522 Mass transit - Operating

 4523 Mass transit - Capital I

 4524 Mass transit - Capital II

 4525 Mass transit - Employee Development

 4526 Mass transit - Planning I

 4527 Mass transit - Planning II

 4528 Mass transit - Technology

 4529 Mass transit - Facility

4530 Airports

4540 Parking facilities

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UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Detailed Listing - Object of Expenditure Codes

G100 PERSONAL SERVICES

G120 SALARIES AND WAGES

- G121 SALARIES AND WAGES - FULL-TIME
- G122 SALARIES AND WAGES - OVERTIME
- G125 SALARIES AND WAGES - PART-TIME (RECEIVES BENEFITS)
- G126 SALARIES AND WAGES-TEMP. & PART-TIME (NO BENEFITS)
- G127 SALARIES AND WAGES - LONGEVITY
- G129 SALARIES, TRAVEL AND OTHER ADMINISTRATIVE COSTS

G180 FRINGE BENEFITS

- G181 SOCIAL SECURITY CONTRIBUTION
- G182 RETIREMENT CONTRIBUTION
- G183 HOSPITALIZATION INSURANCE CONTRIBUTION
- G184 DISABILITY INSURANCE CONTRIBUTION
- G185 UNEMPLOYMENT COMPENSATION CONTRIBUTION
- G186 WORKER'S COMPENSATION CONTRIBUTION
- G187 PAYMENT FOR RELEASED TIME
- G188 FLEXIBLE BENEFIT ADMINISTRATION FEE (FRINGE BENEFIT ALLOCATED)
- G189 OTHER (PHYSICALS, BONUS, INSURANCE, ETC.) FRINGE BENEFITS

G190 PROFESSIONAL SERVICES

- G191 ACCOUNTING
- G192 LEGAL
- G195 MANAGEMENT CONSULTANT
- G196 DRUG TESTING CONTRACT
- G197 DRUG TESTS
- G198 MEDICAL REVIEW OFFICER
- G199 OTHER - PROFESSIONAL SERVICES

G200 SUPPLIES AND MATERIALS

G210 HOUSEHOLD AND CLEANING SUPPLIES

- G211 JANITORIAL SUPPLIES - (HOUSEKEEPING)
- G212 UNIFORMS

- G230 EDUCATIONAL AND FIRST AID SUPPLIES
 - G231 SPECIAL PROGRAMS MATERIAL (EDUCATIONAL) *USE 395*
 - G232 AUDIO VISUAL AND LIBRARY SUPPLIES *USE 395*
 - G233 FIRST AID SUPPLIES (REPLACEMENT)

- G250 VEHICLE SUPPLIES AND MATERIALS

- G251 MOTOR FUELS AND LUBRICANTS
- G252 TIRES AND TUBES
- G253 ASSOCIATED CAPITAL MAINTENANCE
- G254 LICENSES, TAGS, AND FEES
- G255 VEHICLE CLEANING SUPPLIES
- G256 HAND TOOLS
- G257 VEHICLE SIGNS AND PAINT SUPPLIES
- G258 VEHICLE TOUCH-UP PAINT (NON-CONTRACT)
- G259 OTHER VEHICLE SUPPLIES

- G260 OFFICE SUPPLIES AND MATERIALS

- G261 OFFICE SUPPLIES AND MATERIALS

- G270 DONATED / CONTRIBUTED SUPPLIES/EQUIPMENT

- G271 DONATED / CONTRIBUTED SUPPLIES/EQUIPMENT

- G280 HEATING AND UTILITY SUPPLIES

- G281 AIR CONDITIONER / FURNACE FILTERS

- G290 OTHER SUPPLIES AND MATERIALS

- G291 COMPUTER SUPPLIES
- G292 FIRE EXTINGUISHER (RECHARGING SYSTEM)

- G300 CURRENT OBLIGATIONS AND SERVICES**

- G310 TRAVEL AND TRANSPORTATION

- G 311 TRAVEL
- G 312 TRAVEL SUBSISTENCE
- G 313 TRANSPORTATION OF CLIENTS/OTHERS
- G 314 TRAVEL – MOTOR-POOL OR LEASED VEHICLE

- G 320 COMMUNICATIONS

- G 321 TELEPHONE SERVICE
- G 322 INTERNET SERVICE PROVIDER FEE
- G 323 COMBINED SERVICE FEE
- G 325 POSTAGE
- G 329 OTHER COMMUNICATIONS

- G 330 UTILITIES

- G 331 ELECTRICITY
- G 332 FUEL OIL
- G 333 NATURAL GAS
- G 334 WATER
- G 335 SEWER
- G 336 TRASH COLLECTION
- G 337 SINGLE/COMBINED UTILITY BILL
- G 339 OTHER UTILITIES
- G 340 PRINTING AND BINDING
 - G 341 PRINTING AND REPRODUCTION
 - G 349 OTHER PRINTING AND BINDING
- G350 REPAIRS AND MAINTENANCE
 - G353 REPAIRS AND MAINTENANCE - VEHICLES
 - G354 REPAIRS AND MAINTENANCE - SHOP EQUIPMENT
 - G355 REPAIRS AND MAINTENANCE - OFFICE & COMPUTER EQUIPMENT
 - G357 REPAIRS AND MAINTENANCE - COMMUNICATIONS EQUIPMENT
 - G359 OTHER REPAIRS AND MAINTENANCE
- G360 DONATED / CONTRIBUTED LABOR/SERVICES
 - G361 DONATED / CONTRIBUTED LABOR/SERVICES
- G370 ADVERTISING/PROMOTION MEDIA
 - G371 MARKETING - PAID ADVERTISEMENTS
 - G372 PROMOTIONAL ITEMS
 - G373 OTHER ADVERTISING/PROMOTION MEDIA
- G380 COMPUTER SUPPORT SERVICES
 - G381 COMPUTER PROGRAMMING SERVICES
 - G382 COMPUTER SUPPORT / TECHNICAL ASSISTANCE SERVICES
- G390 OTHER SERVICES
 - G391 LEGAL ADVERTISING
 - G392 LAUNDRY AND DRY CLEANING
 - G393 TEMPORARY HELP SERVICES
 - G394 CLEANING SERVICES
 - G395 TRAINING - EMPLOYEE EDUCATION EXPENSE
 - G396 MANAGEMENT SERVICES
 - G398 SECURITY SERVICES
 - G399 OTHER SERVICES

G400 FIXED CHARGES AND OTHER SERVICES

G410 RENTAL OF REAL PROPERTY

- G411 RENT OF LAND
- G412 RENT OF BUILDING
- G413 RENT OF OFFICES
- G419 OTHER RENTALS

G420 LEASE OF COMPUTER EQUIPMENT

- G421 LEASE OF COMPUTER HARDWARE
- G422 LEASE OF COMPUTER SOFTWARE

G430 LEASE OF OTHER EQUIPMENT

- G431 LEASE OF REPRODUCTION EQUIPMENT
- G432 LEASE OF POSTAL METER
- G433 LEASE OF COMMUNICATION EQUIPMENT
- G439 LEASE OTHER EQUIPMENT

G440 SERVICES AND MAINTENANCE CONTRACTS

- G441 MAINTENANCE CONTRACTS - COMMUNICATIONS
EQUIPMENT
- G442 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT
- G443 MAINTENANCE CONTRACTS - REPRODUCTION EQUIPMENT
- G444 MAINTENANCE CONTRACTS - VEHICLES
- G445 MAINTENANCE CONTRACTS - COMPUTER EQUIPMENT
- G446 MAINTENANCE CONTRACTS - TIRES
- G449 OTHER SERVICE AND MAINTENANCE CONTRACTS

G450 INSURANCE AND BONDING

- G451 INSURANCE - PROPERTY AND GENERAL LIABILITY
- G452 INSURANCE - VEHICLES
- G453 INSURANCE - FIDELITY
- G454 INSURANCE - PROFESSIONAL LIABILITIES
- G455 INSURANCE - SPECIAL LIABILITIES

G460 DEPRECIATION

- G461 DEPRECIATION--OFFICE EQUIPMENT
- G462 DEPRECIATION--COMPUTER EQUIPMENT
- G464 DEPRECIATION--MOTOR VEHICLES
- G465 DEPRECIATION--OTHER EQUIPMENT
- G468 DEPRECIATION--BUILDINGS/OTHER STRUCTURES

G470 DONATED / CONTRIBUTED SPACE

- G471 DONATED / CONTRIBUTED SPACE

G480 INDIRECT COSTS

 G481 CENTRAL SERVICES

G490 OTHER FIXED CHARGES/CURRENT EXPENSES

 G491 DUES AND SUBSCRIPTIONS

 G499 OTHER FIXED CHARGES / CURRENT EXPENSES

G500 CAPITAL OUTLAY

G510 OFFICE FURNITURE AND EQUIPMENT

G511 OFFICE FURNITURE

G512 OFFICE EQUIPMENT

G513 AUDIO VISUAL EQUIPMENT

G514 MICRO PORTABLE PROJECTOR / LAPTOP

G520 TECHNOLOGY

G521 PERSONAL COMPUTER SYSTEM

G522 PRINTER

G523 COMPUTER SOFTWARE

G524 TELEPHONE SYSTEM (TECHNOLOGY DEPARTMENT ONLY)

G525 NETWORK SERVER

G526 MOBILE DATA DEVICES

G527 AUTOMATIC VEHICLE LOCATION

G528 DATA COMMUNICATION DEVICE

G529 OTHER TECHNOLOGY

G530 NEW CONSTRUCTION AND LAND PURCHASE

G531 NEW CONSTRUCTION OF TRANSIT FACILITY

G532 PURCHASE OF MODULAR STRUCTURE

G533 LEGAL FEES, APPRAISAL, SURVEY

G534 FEASIBILITY / ENVIRONMENTAL STUDY

G535 LAND ACQUISITION

G536 SITEWORK/GRADING

G537 UTILITY WORK/HOOK-UPS

G538 FENCING/ LIGHTING

G539 LANDSCAPING/ ACCESSWAY/ SIGNAGE

G540 MOTOR VEHICLES FOR REPLACEMENT OF EXISTING VEHICLE

G541 30- TO 40-FT TRANSIT BUS W/LIFT (REPLACEMENT) 12-YR

G542 30- TO 40-FT TRANSIT BUS W/LIFT (REPLACEMENT) 10-YR

G543 25-FT LIGHT TRANSIT VEHICLE (REPLACEMENT)

G544 22-FT LIGHT TRANSIT VEHICLE (REPLACEMENT)

G545 VAN CONVERSION (REPLACEMENT)

G546 STANDARD VAN (REPLACEMENT)

G547 25-FT LIGHT TRANSIT VEHICLE W/LIFT (REPLACEMENT)

- G548 LIFT-EQUIPPED VAN (REPLACEMENT)
- G549 CENTER-AISLE VAN (REPLACEMENT)
- G550 OTHER EQUIPMENT
 - G551 VEHICLE SPARE PARTS
 - G552 SHOP EQUIPMENT
 - G553 REPEATER STATION
 - G554 RADIO BASE STATION
 - G555 RADIO UNIT (MOBILE OR HAND-HELD)
 - G556 TELEPHONE EQUIPMENT
 - G557 FAREBOXES
 - G559 OTHER EQUIPMENT
- G560 MOTOR VEHICLES FOR EXPANSION OF SERVICES
 - G561 30- TO 40-FT TRANSIT BUS W/LIFT (EXPANSION) 12-YR
 - G562 30- TO 40-FT TRANSIT BUS W/LIFT (EXPANSION) 10-YR
 - G563 25-FT LIGHT TRANSIT VEHICLE (EXPANSION)
 - G564 22-FT LIGHT TRANSIT VEHICLE (EXPANSION)
 - G565 VAN CONVERSION (EXPANSION)
 - G566 STANDARD VAN (EXPANSION)
 - G567 25-FT LIGHT TRANSIT VEHICLE W/LIFT (EXPANSION)
 - G568 LIFT-EQUIPPED VAN (EXPANSION)
 - G569 CENTER-AISLE VAN (EXPANSION)
- G570 OTHER MOTOR VEHICLES
 - G571 MINI-VAN (REPLACEMENT)
 - G572 MINI-VAN (EXPANSION)
 - G573 ALLOWABLE ALTERNATE VEHICLE (SPECIFY REP/EXP)
 - G574 SUPPORT VEHICLE (SPECIFY REPLACEMENT OR EXPANSION)
 - G575 20-FT LIGHT TRANSIT VEHICLE (SPECIFY REPLACEMENT OR EXPANSION)
 - G576 22-FT LIGHT TRANSIT VEHICLE W/LIFT (REPLACEMENT)
 - G577 OTHER TRANSIT VEHICLE (SPECIFY REP/EXP)
 - G578 20-FT LIGHT TRANSIT VEHICLE W/LIFT (SPECIFY REPLACEMENT OR EXPANSION)
 - G579 22-FT LIGHT TRANSIT VEHICLE W/LIFT (EXPANSION)
- G580 FACILITY ACQUISITION AND IMPROVEMENTS
 - G581 CONSTRUCTION / PROJECT MANAGEMENT SERVICES
 - G582 FACILITY ACQUISITION
 - G583 BUS STOP SHELTERS/BENCHES
 - G584 PARK AND RIDE LOTS
 - G585 BUS STOP SIGNS

- G586 BUILDING SECURITY/SURVEILLANCE EQUIPMENT
- G587 PAVING/RESURFACING
- G588 ENGINEERING & DESIGN SERVICES
- G589 FACILITY IMPROVEMENT

G590 OTHER IMPROVEMENTS AND CAPITAL OUTLAY

- G591 VEHICLE LETTERING AND LOGOS
- G594 VEHICLE LEASE
- G595 SERVICE VEHICLE (SPECIFY TYPE AND REPLACEMENT OR EXPANSION)
- G596 VEHICLE SECURITY/SURVEILLANCE EQUIPMENT
- G597 CONTINGENCY (RESERVED FOR CONSTRUCTION PROJECTS)
- G598 28-FT LIGHT TRANSIT VEHICLE W/LIFT (SPECIFY REP/EXP)
- G599 OTHER CAPITAL

G600 CONTRACTS, GRANTS, SUBSIDIES AND ALLOCATIONS

G610 PRIVATE OPERATOR CONTRACTS

 G611 DIRECT PURCHASE OF SERVICE (PRIVATE)

 G612 USER SIDE SUBSIDY

 G613 PURCHASE OF PARATRANSIT SERVICE

G620 PURCHASED TRANSPORTATION SERVICES

 G621 VOLUNTEER REIMBURSEMENT

G640 PUBLIC OPERATOR CONTRACTS

 G641 DIRECT PURCHASE OF SERVICE (PUBLIC)

G690 OTHER CONTRACTS, GRANTS, AND SUBSIDIES

 G693 PAYMENT MADE ON COOPERATIVE AGREEMENTS

G700 DEBT SERVICE

G750 OTHER DEBT SERVICE

 G751 SERVICES CHARGES

 G752 CALL PREMIUMS

G800 TRANSFERS AND REFUNDS (CONTRA ACCOUNTS)

G820 INTERFUND TRANSFERS

 G821 GENERAL FUND

 G822 CAPITAL RESERVE FUND

G830 REIMBURSABLE TAXES

 G832 NORTH CAROLINA SALES TAXES

 G833 NORTH CAROLINA GASOLINE TAX REFUND

 G834 COUNTY SALES TAXES

 G835 FEDERAL EXCISE TAXES

 G836 FEDERAL GASOLINE TAX REFUND

 G839 OTHER TAXES

G840 OTHER TRANSFERS AND REFUNDS

 G841 CHARTER EXPENSES

 G842 GARAGE SERVICES

 G843 ADVERTISING EXPENSES

 G844 INSURANCE SETTLEMENTS

 G847 INCOME FROM ELDERLY AND DISABLED TRANSP. ASST.
 PROG. (EDTAP)

 G849 OTHER CONTRA ACCOUNTS

G870 RECEIVABLES WRITTEN OFF

G873 BAD DEBTS-- ENTERPRISE

G879 BAD DEBTS--OTHER

G880 INVENTORY CHANGES

G881 PURCHASE FOR INVENTORY

G882 ISSUES FROM INVENTORY

G900 CONTINGENCIES

G990 BUDGETARY ACCOUNTING ONLY

G991 CONTINGENCY/PROGRAM RESERVE

Chapter IV. Definition of Codes

- Fund Codes
- Asset Codes
- Liability and Equity Codes
- Revenue Codes
- Revenue Source Codes
- Departmental Expenditure Codes
- Object of Expenditure Codes

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Definition of Fund Codes

60 Enterprise Funds

This category of funds accounts for operations that are: (a) financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that a portion of the costs of providing goods or services to the general public on a continuing basis be financed or recovered through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income or deficit is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

- 61 Water and Sewer Fund
- 63 Electric Fund
- 64 Natural Gas Fund
- 65 Mass Transit Fund

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Definition of Asset Codes

1000 ASSETS

- 1100 Cash and cash equivalent
 - 1101 Due from Central Depository
The amount that represents the equity of the fund in a central depository.
 - 1110 Cash on hand
A sum of money set aside for the purpose of making a change of paying small obligations too small to justify payment by check.
 - 1120 Cash on demand
Cash deposited on demand in official depositories.
 - 1130 Cash in time deposit
Cash deposited in NOW accounts, certificates of deposits, savings, money markets, deposits and other time deposits.
 - 1140 Temporary investments -- government and agencies
U.S. Treasury bills, U.S. Treasury notes and bonds, Federal Land Banks, Federal Home Loan Banks, Federal National Mortgage Association and other securities permitted by G.S. 159.30.
 - 1150 Other temporary direct investments
Bankers Acceptance, commercial paper and other securities permitted by G.S. 159-30.
 - 1160 Repurchase agreements and other indirect investment
Agreement with a bank or securities dealer to buy short-term securities from him for immediate delivery and to sell them back to him at a predetermined rate.
 - 1170 Investments in the N.C. Management Trust
The N.C. Cash Management Trust is a money market mutual fund offered exclusively to local government units. The trust is the only mutual fund offered exclusively to local government units. The trust is the only mutual fund certified by the Local Government Commission as an additional legal investment.

1200 Accounts receivable

- 1213 Local option dedicated transit tax receivable
Amount receivable from the local governing body for a special tax levied pursuant to G.S. 160A-583.

- 1219 Allowance for doubtful tax receivables
That portion of tax receivables which it is estimated will never be collected. The balance in this account is reported as a deduction from tax receivables to indicate net tax receivable.
- 1231 Accounts receivable- federal government
Receivable from federal governmental departments for goods sold or services rendered,
- 1232 Accounts receivable- state government
Receivable from state governmental departments for goods sold or services rendered.
- 1233 Accounts receivable- local government
Receivables from local governmental units for goods sold or services rendered.
- 1234 Accounts receivable- other public government
Receivables from other public agencies for goods sold or services rendered.
- 1239 Allowance for doubtful intergovernmental A/R
That portion of accounts receivable which it is estimated will never be collected. The balance in this account is to reported as a deduction from accounts receivable to indicate net accounts receivable.
- 1245 Accounts receivable -- mass transit
Uncollected portion of enterprise charges billed to customers of a mass transit system.
- 1251 Allowance for doubtful enterprise receivable
That portion of enterprise receivables which it is estimated will never be collected. The balance in this account is reported as a deduction from enterprise receivable to indicate net enterprise receivable.
- 1259 Accounts receivable -- others
Amounts due from private citizens and business firms for special services, purchases of government owned supplies and materials, damage to government property, etc.

1400 Inventories

- 1410 Inventories -- operations
Inventories of supplies and materials used in departmental operations to provide services.
- 1420 Inventories -- maintenance
Inventories of supplies used to maintain fixed assets owned or leased.

- 1430 Inventories -- administrative
Inventories of stationary and other supplies used in general and departmental administration.
- 1500 Prepaid expenses**
- 1510 Prepaid expenses -- enterprise
Charges entered in the accounts, for benefits not yet received. Prepaid items differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring cost of operation. Examples of prepaid items are prepaid rent, prepaid interest, and prepaid insurance premiums. An example of a deferred charge would be unamortized discounts on bonds sold.
- 1515 Prepaid -- vehicle insurance premiums
Charges entered into the accounts to record prepaid vehicle insurance premiums, that is, vehicle insurance premiums that are paid in full, or in part, for a period of performance specified in the state/local agreement.
- 1600 Other assets**
- 1610 Long-term receivables
Created when a project is the lessor in a capital lease agreement.
- 1620 Deferred charges
Expenditures which are not chargeable to the fiscal period in which they are made, but which are carried as assets pending amortization or other disposition.
- 1700 Fixed assets**
- 1710 Land
Account includes cost of land purchased, legal fees involved and any expenses for grading, filling or other work necessary to put land in condition for intended use.
- 1720 Improvements other than buildings
Acquisition value of permanent improvements other than buildings, which add value to the land. Such things as fuel tanks/pumps, bus stop shelters, park and ride lots, bus stop signs, etc.
- 1730 Buildings
Same general rules apply to buildings as to land (above). Any equipment or fixtures built into or permanently attached to building become part of building.
- 1750 Equipment
Tangible property of a more or less permanent nature, other than land or building and improvements thereon. Examples are machinery, tools, furniture, and furnishings.

- 1760 Vehicles
 Cost of motor vehicles owned by the project. Examples:
 passenger vans, buses, etc.
- 1790 Construction in progress
 Cost to date of construction of fixed assets not yet
 completed.
- 1800 Accumulated depreciation**
- 1820 Accumulated depreciation -- not buildings
 This account is used to accumulate the periodic credits
 which records the expiration of the estimated service life
 of fixed assets. Under the Section 18 program, only the
 non-federal local cash match of contributed capital may
 be depreciated.
- 1830 Accumulated depreciation -- buildings
 Accounts records accumulated depreciated value of
 buildings and improvement necessary to put the buildings
 in condition for intended use. Also includes any
 equipment or fixtures built into or permanently attached to
 buildings.
- 1850 Accumulated depreciation -- equipment
 Account records accumulated depreciation value of
 tangible property of a more or less permanent nature
 other than land or buildings and improvements thereon.
 Examples are machinery, tools, office furniture,
 furnishings and equipment, data processing and audio
 visual equipment, radio towers and related equipment,
 shop equipment and bus stop shelters.
- 1860 Accumulated depreciation -- vehicles
 Accumulated depreciation value of motor vehicles owned
 by the transit project.
- 1900 Special governmental accounts**
- 1910 Amounts available for payment of long-term debt.
 An account in the General Long-Term Debt Account Group
 equal to the amount of fund balance available in Debt
 Service Funds for the retirement of general long-term
 debt.
- 1920 Amounts provided for payment of long-term debt.
 An account in the General Long-Term Debt Account
 Group which represents the amount to be provided from
 taxes or other general revenues to retire outstanding
 general long-term debt.

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Definition of Liability and Equity Codes

2000 LIABILITIES AND EQUITY

- 2100 Accounts payable
 - 2150 Bonds and coupons outstanding
 Amounts owed on open account to private persons or organizations for goods and services furnished to a project.

- 2700 Long-term payables
 - 2720 Bonds and notes payable -- enterprise
 The face value of bonds which are expected to be paid by an enterprise fund. Includes both general obligation and revenue bonds and bond anticipation notes.
 - 2760 Other long-term -- enterprise
 The face amount non-bonded obligations which were originally payable from an enterprise fund. Includes long-term capitalized leases and other financing agreements.

- 2800 Equity other than fund balance
 - 2810 Contributed capital
 An account used to record permanent contributions to an Enterprise or an Intergovernmental Service Fund to pay for fixed assets or for permanent working capital. Proper accounting procedures require that the contributions be segregated between major sources.
 - 2820 Investment in fixed assets
 An account used to offset debits in the general fixed assets account group 1700 thru 1790.

- 2900 Fund balance/retained earnings
 - 2911 Reserved for inventories
 Segregation of a portion of fund balance to indicate that using the purchase method, inventories of supplies do not represent "available spendable resources," even though they are a component of net current assets.

- 2912 Reserved for encumbrances
Encumbrances outstanding as year-end represent the estimated amounts of the expenditures ultimately to result if unperformed contracts or outstanding purchase orders in process at year end are completed and charged against prior year's appropriation. Encumbrances outstanding at year end do not constitute expenditures or liabilities.
- 2920 Designated fund balance
Segregation of a portion of fund balance to indicate tentative plans for financial resource utilization in a future period, such as for a future transit facility or for subsequent year's expenditures. Such designations are distinctly different from reserved fund balances in that the plans may never be authorized or result in expenditures while reserved balances represent authorized expenditures which will be made.
- 2930 Undesignated fund balance
The amount of fund balance which is available for appropriation for any purpose by the governing board.
- 2950 Reserved retained earnings
Segregation of a portion of retained earnings, in accord with terms of legal restriction, for accounts that should be accumulated in such restricted asset account.
- 2960 Unreserved retained earnings
The accumulated earnings of an Enterprise Fund which are not reserved for any specific purpose.

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Definition of Revenue Codes

3000 REVENUES

The revenue codes include all revenues accrued to the benefit of the project on account of the activities of the specific designated department or function.

- 3100 Taxes - ad valorem
 - 3113 Taxes -- ad valorem --written
Payments received from taxpayers on taxes written off the books in a prior period.
 - 31XX Taxes - ad valorem - dedicated to transit
(Yr) Taxes -- ad valorem- dedicated to transit by the governing body (municipality) pursuant to G.S. 160A-583. Year of tax levy should be updated annually and source code number should be used.
- 3320 State shared revenues
 - 3325 Tax refunds
A state-shared tax remitted to the municipalities quarterly.
351 - sales and use tax
352 - gasoline tax
353 - county sales tax
- 3450 Transportation
 - 3452 Mass Transit
Includes all revenues accrued to the benefit of Mass Transit.
- 3830 Miscellaneous revenue
 - 3831 Investment earnings
The interest earned on the permissible investment instruments (G.S. 159-30) must be credited to the fund from which the monies that were invested came: 491-General fund, 493-Bonds Proceeds, 494-Special Revenue, 495-Debt Service, 497-Enterprise Fund
 - 3833 Contributions and donations
Amounts received from non-governmental sources as a gift or donation and not as the result of operations of the project. Refer to Office of Management and Budget (OMB) Circular A-102, Attachment F.
 - 3834 Rents
Income derived from rental of project-owned property.

- 3835 Sales
 - 810-Sale of materials and scrap: For sale of materials or other property not considered a fixed asset pursuant to applicable state law. 820-Sale of fixed assets: Entries to this accounts for sale of fixed assets should trigger adjustments in property control records and in General Fixed Asset group of accounts.
- 3839 Other miscellaneous revenue
 - Includes all other revenues not elsewhere classified. All revenues should be put in their proper classification.
- 3980 Transfers from other funds
 - 3981 General funds
 - 3982 Special revenue funds
 - 3983 Debt service funds
 - 3984 Capital projects funds
 - 3986 Enterprise funds
 - 3987 Trust and agency funds

UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Definition of Revenue Source Codes

G100 TAXES

- G120 Levied for project
Taxes levied for a transportation authority by the governing body (municipality) pursuant to G.S. 160A-583.
- G140 Discoveries for prior years
Taxes which were discovered and billed in the current year which should have been listed by the owner in a preceding year.
- G170 Penalties
Penalties on delinquent taxes.
- G180 Interest on delinquent taxes.
Interest charged and collected as a percentage of taxes and penalties because taxes were paid after the due date and the grace period.

G200 INTERGOVERNMENTAL REVENUES - FEDERAL

- G260 Categorical grants
Intergovernmental transfers for specific projects agreed to by contract with the grantor. This section should contain a separate account for each Federally-funded grant or contract. Include all direct grants from federal agency to transit project.
- G261 SECTION 5311 ADMINISTRATION
- G262 SECTION 5311 OPERATING
- G263 SECTION 5311 CAPITAL
- G264 VOCATIONAL REHAB (DIRECT RECIPIENT)
- G265 OLDER AMERICANS ACT TITLE III
- G266 SECTION 5311 TECHNOLOGY
- G267 SECTION 5311 FACILITY
- G269 OTHER FEDERAL GRANTS (SPECIFY)

G300 INTERGOVERNMENTAL REVENUES - NON-FEDERAL

G360 Categorical grants
Intergovernmental transfers for specific projects agreed to by contract with the grantor. This section of revenue accounts should contain a separate account for each State funded or administered grant or contract.

G361 STATE ADMINISTRATION ASSISTANCE

G362 STATE MAINTENANCE ASSISTANCE PROGRAM

G363 STATE CAPITAL ASSISTANCE

G364 STATE OPERATING ASSISTANCE (RGP)

G365 RESERVED

G366 STATE TECHNOLOGY ASSISTANCE

G367 STATE FACILITY ASSISTANCE

G368 RESERVED

G369 OTHER STATE ASSISTANCE (SPECIFY)

G370 Local government cash match
Intergovernmental transfers from other local level governments to fund part or all of the required matching share on a Federal or State grant.

G371 LOCAL GVMT CASH MATCH - ADMINISTRATION

G372 LOCAL GVMT CASH MATCH - OPERATING (SMAP)

G373 LOCAL GVMT CASH MATCH - CAPITAL

G374 LOCAL GVMT CASH MATCH - OPERATING (RGP)

G375 RESERVED

G376 LOCAL GVMT CASH MATCH - TECHNOLOGY

G377 LOCAL GVMT CASH MATCH - FACILITY

G378 RESERVED

G379 LOCAL GVMT CASH MATCH - OTHER (SPECIFY)

G380 Cash match -- other sources

Transfer from other public or private sources to fund part or all of the required matching share on a federal or state grant.

G381 OTHER LOCAL CASH MATCH - ADMINISTRATION

G382 OTHER LOCAL CASH MATCH - OPERATING

G383 OTHER LOCAL CASH MATCH - CAPITAL

G384 OTHER LOCAL CASH MATCH - CHARTER PROFITS

G385 OTHER LOCAL CASH MATCH - ADVERTISING PROFITS

G386 OTHER LOCAL CASH MATCH - TECHNOLOGY

G387 OTHER LOCAL CASH MATCH - FACILITY

G388 RESERVED

G389 OTHER LOCAL CASH MATCH - OTHER (SPECIFY)

G400 SERVICE CHARGES AND OTHER REVENUE

G410-441 Departmental services -- direct and third party payees

Direct - service charges billed to and paid by the entity receiving the service. Third party - service charges billed to the entity receiving the service but paid by a third party. This section of revenue accounts should contain a separate account for each purchase of service agreement with a county/municipal agency.

G411 AGING PROGRAM / TITLE III

G412 DEPARTMENT OF SOCIAL SERVICES

G413 SHELTERED WORKSHOP

G414 MENTAL HEALTH PROGRAM

G415 HEALTH DEPARTMENT

G416 COMMUNITY ACTION PROGRAM

G417 HEAD START PROGRAM

G418 DAYCARE

- G419 MEDICAL
- G420 PARKS AND RECREATION
- G421 PUBLIC / PRIVATE SCHOOL
- G422 TEEN PARENT
- G423 COMMUNITY LIVING SKILLS
- G424 HOSPITAL
- G425 COMMUNITY COLLEGE
- G426 COLLEGE / UNIVERSITY
- G427 AGING PROGRAM SUPPLEMENT
- G428 CHILD DEVELOPMENT
- G429 WORK FIRST
- G430 OTHER
- G431 BLIND SERVICES
- G432 VOCATIONAL REHABILITATION
- G433 COMMUNITY SERVICES BLOCK GRANT
- G434 SMART START
- G435 AGRICULTURE EXTENSION
- G436 JTPA
- G437 NURSING HOME
- G438 REST HOME
- G439 PRIVATE INDIVIDUAL
- G440 ELDERLY & DISABLED TRANSPORTATION ASSISTANCE PROGRAM (EDTAP)

G490 Other reciprocal revenue -- not elsewhere classified
Any other reciprocal revenue not properly chargeable to another source in the 400 series (e.g., investment earnings).

G497 INVESTMENT INCOME

G500 ENTERPRISE CHARGES

G510 Passenger fares
Amounts charged to individual customers on a regular basis for regular transportation services (e.g., regular passenger fares and transfers). If desired, this section of Revenue may contain a separate account for each zone, political subdivision or route the provider maintains.

G511 GENERAL PUBLIC FARES

G520 Special transit fares
Discounted or reduced amounts charged to customers on regular basis for transportation services (e.g., reduced fares for senior citizens, prepaid fares such as passes or tokens, or other special discounted fares). Again, this section may contain a separate account for each zone, political subdivision or route the provider maintains.

G521 PREPAID FARES/BULK PURCHASE DISCOUNTS

G522 SENIOR CITIZEN FARES

G523 STUDENT FARES

G524 CHILD FARES

G525 PARATRANSIT FARES

G529 OTHER SPECIAL TRANSIT FARES

G530 Special charges
Charges made to specific customers arising from special services rendered.

G533 SPECIAL ROUTE GUARANTEES

G800 MISCELLANEOUS INCOME

G810 Sale of materials and scrap

Sale of materials of other property not considered a fixed asset pursuant to applicable state law. Disposal of materials or scrap acquired with federal and/or state funds normally requires the prior approval of the grantor agency.

G811 SALE PROCEEDS FROM SALE OF MATERIALS/SCRAP

G820 Sale of fixed assets

Entries of this account for the sale of fixed assets should trigger adjustments in property control records and in General Fixed Asset group of accounts. Disposal of fixed assets acquired with federal and/or state funds normally requires the prior approval of the grantor agency.

G821 SALE PROCEEDS OF FIXED ASSETS

G840 Contributions and donations

Non-cash shares such as donations, volunteered services, or in-kind contributions are eligible to be counted toward the local match only if the value of each is formally documented and supported, and represents a cost which would otherwise be eligible under the project.

G841 DONATED / CONTRIBUTED LABOR/SERVICES
| (See corresponding Expenditure Code 361)

G842 DONATED / CONTRIBUTED SUPPLIES/EQUIPMENT
| (See corresponding Expenditure Code 271)

G843 DONATED / CONTRIBUTED SPACE
| (See corresponding Expenditure Code 471)

G844 DONATIONS - CASH

G860 Rents
Amounts received for permitting other persons to use tangible property owned or controlled by the unit.

G861 RENT INCOME

G890 Other revenues -- not elsewhere classified
Any other revenues received by the unit which is not chargeable to another revenue in the 800 series.

G891 OTHER REVENUE NOT ELSEWHERE CLASSIFIED

G900 NON-REVENUE RECEIPTS

G990 For Budgetary Accounting Only
A balancing item in the budget to show the amount of the estimated fund balance at the end of the current year which is being carried forward to balance the budget for the budget year.

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UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Definition of Department Expenditure Codes

4000 EXPENDITURES

4500 TRANSPORTATION

4510 Streets and highways

4520 Mass transit

4521 Mass transit - Administration
Includes all expenditures directly related to the administration of the public transportation program.

4522 Mass transit - Operating
Includes all expenditures directly related to the operation of the public transportation system.

4523 Mass transit - Capital I
Includes all capital outlay expenditures incurred by public transportation projects.

4524 Mass transit - Capital II
Other capital outlay expenditures with different funding ratios than Capital I items.

4525 Mass transit - RESERVED

4526 Mass transit - Planning I
Includes all planning expenditures incurred by public transportation projects.

4527 Mass transit - Planning II
Other planning expenditures with different funding ratios than Planning I items.

4528 Mass transit – Technology
Includes all technology expenditures incurred by public transportation projects.

4529 Mass transit – Facility
Includes all Facility expenditures incurred by public transportation projects.

4530 Airports

4540 Parking facilities

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UNIFORM PUBLIC TRANSPORTATION ACCOUNTING SYSTEM
Definition of Object of Expenditure Codes

G100 PERSONAL SERVICES

Expenditures for personal services include all compensation to permanent, temporary and emergency employees and their corresponding staff benefits. Also under this category are PROFESSIONAL services performed by individuals/firms other than employees.

G120 SALARIES AND WAGES

Employees receiving salaries reimbursed with federal public transportation funds must document their time using time sheets or other acceptable methods of documenting time worked.

G121 SALARIES AND WAGES - FULL-TIME

Gross earnings of all full-time employees subject to FICA and retirement regulations and/or receiving other fringe

G122 SALARIES AND WAGES - OVERTIME

Includes the overtime payments for personal services to full-time employees as compensation for working time in excess of a standard work week.

G125 SALARIES AND WAGES - PART-TIME (RECEIVES BENEFITS)

Gross earnings of all part-time employees subject to FICA and to retirement regulations and receives other fringe benefits.

G126 SALARIES AND WAGES-TEMP. & PART-TIME (NO BENEFITS)

Gross earnings of all temporary and part-time employees subject to FICA but not to retirement regulations and receives no fringe benefits.

G127 SALARIES AND WAGES - LONGEVITY

Gross earnings of longevity paid to eligible employees.

G129 SALARIES, TRAVEL AND OTHER ADMINISTRATIVE COSTS

Apprenticeship budget code.

G180 FRINGE BENEFITS

G181 SOCIAL SECURITY CONTRIBUTION

Employer's share of Social Security (FICA) taxes on salaries and wages.

G182 RETIREMENT CONTRIBUTION

Local Government Employee Retirement System.
Employer's share of contribution into retirement fund for eligible employees.

- G183 HOSPITALIZATION INSURANCE CONTRIBUTION
Employer's share of cost for hospitalization insurance on eligible employees.
- G184 DISABILITY INSURANCE CONTRIBUTION
Employer's share of cost for disability insurance on eligible employees.
- G185 UNEMPLOYMENT COMPENSATION CONTRIBUTION
Employer's contribution for unemployment compensation on employees.
- G186 WORKER'S COMPENSATION CONTRIBUTION
Employer's contribution to cost of worker's insurance. (For self-insured -- medical costs and/or compensation for lost job time due to job-related accidents.)
- G187 PAYMENT FOR RELEASED TIME
Used only by those projects electing to allocate vacation, sick, and other release time to functions and projects on a percentage basis.
- G188 FLEXIBLE BENEFIT ADMINISTRATION FEE (FRINGE BENEFIT ALLOCATED)
Used only by those projects electing to allocate all fringe benefits to functions and projects on a percentage basis.
- G189 OTHER (PHYSICALS, BONUS, INSURANCE, ETC.) FRINGE BENEFITS
Employer's cost of benefits not otherwise classified. (Specify which benefits are included.)
- G190 PROFESSIONAL SERVICES
Retainers, fees and expenses paid to professionals (not employees of the project) for their special expertise.
- G191 ACCOUNTING
Accounting services and audit fees. To be eligible to use federal funds for A-133 audit, federal funds received, used, or expended must be \$500,000 or more. A-133 audits that are completed, but not required, are not eligible for reimbursement. When federal funds received, used, or expended are less than \$500,000 and an A-133 audit is not required, federal funds may be used for annual financial, yellow-book, or other audit, as required.
- G192 LEGAL
Cost of legal services provided by an attorney.

- G195 MANAGEMENT CONSULTANT
Cost of contracting with a management consulting firm or other outside, qualified party for management/evaluation purposes. Includes costs associated with reviewing system management and operations and recommending improvements/changes.
- G196 DRUG TESTING CONTRACT
- G197 DRUG TESTS
- G198 MEDICAL REVIEW OFFICER
- G199 OTHER - PROFESSIONAL SERVICES

G200 SUPPLIES AND MATERIALS

Includes commodities that are consumed within a relatively short period. It also includes all articles or substances in a natural, prefabricated or manufactured state that are either used for current purposes or processed in the construction or manufacture of articles.

- G210 HOUSEHOLD AND CLEANING SUPPLIES
- G211 JANITORIAL SUPPLIES - (HOUSEKEEPING)
Cost of brooms, mops, cleaning agents, wax, paper towels, toilet tissue, tissues, etc.
- G212 UNIFORMS
Cost of uniforms or special clothing required to be worn by employees.
- G230 EDUCATIONAL AND FIRST AID SUPPLIES
Includes classroom supplies for instructional purposes, examination supplies, maps, charts, etc.
- G231 SPECIAL PROGRAMS MATERIAL (EDUCATIONAL)
Cost of educational supplies and materials for instructional purposes. ***USE OBJECT CODE 395***
- G232 AUDIO VISUAL AND LIBRARY SUPPLIES
Cost of audio visual aids and supplies necessary for supplying and maintaining a media center (library). ***USE OBJECT CODE 395***

- G233 FIRST AID SUPPLIES (REPLACEMENT)
(Operating Department only) Cost of supplies and materials to be used for first aid purposes.
- G250 VEHICLE SUPPLIES AND MATERIALS
Tangible maintenance and operating requirements for use and preservation of motor vehicles.
- G251 MOTOR FUELS AND LUBRICANTS
Cost of fuel and oil for transportation system vehicles.
- G252 TIRES AND TUBES
Cost of replacement tires and tubes for transit system vehicles.
- G253 ASSOCIATED CAPITAL MAINTENANCE
Cost of replacement parts (excluding tires and tubes) whose value is less than 0.5% of the depreciated value of the vehicle for which they are used.
- G254 LICENSES, TAGS, AND FEES
Cost of vehicle licenses, inspections, tags and title fees.
(Does not include the 3% Highway Use Tax.)
- G255 VEHICLE CLEANING SUPPLIES
Cost of supplies used to clean transportation system
- G256 HAND TOOLS
Cost of small tools such as wrenches, screwdrivers, electric drills, etc.
- G257 VEHICLE SIGNS AND PAINT SUPPLIES
- G258 VEHICLE TOUCH-UP PAINT (NON-CONTRACT)
- G259 OTHER VEHICLE SUPPLIES
(Specify) Cost of other vehicle supplies received by the project, not properly chargeable to another object of expenditure.
- G260 OFFICE SUPPLIES AND MATERIALS
- G261 OFFICE SUPPLIES AND MATERIALS
General office supplies and materials, such as but not limited to paper, pencils, typewriter ribbons, adding machine paper, desk calendars, rulers, staplers, tape dispensers, etc. Such items should be of relatively little value, relatively consumable and may or may not be subject to inventory

G270 DONATED / CONTRIBUTED SUPPLIES/EQUIPMENT

Fair market value of donations or in-kind contributions of supplies and/or equipment. In-kind contributions are eligible to be counted toward the local match only if the value of each is formally documented and supported; represents a cost which would otherwise be eligible under the project; and is allowed in the grant program requirements. The value of these donations/contributions is not reimbursable either as a direct or indirect cost. The value of the contribution must be reflected as both an expense and corresponding revenue in the grantee's accounting system.

G271 DONATED / CONTRIBUTED SUPPLIES/EQUIPMENT

Local accounting use only, not eligible for reimbursement. Refer to grant program guidance for eligibility and documentation requirements for use as in-kind match. (Use corresponding Revenue Source Code 842).

G280 HEATING AND UTILITY SUPPLIES

Cost of materials and supplies used to maintain heating and air conditioning units associated with property owned or controlled by the project.

G281 AIR CONDITIONER / FURNACE FILTERS

G290 OTHER SUPPLIES AND MATERIALS

G291 COMPUTER SUPPLIES

Cost of supplies for computer equipment, including paper, disks, toner cartridges, cables, etc. (Does not include computer hardware and software.)

G292 FIRE EXTINGUISHER (RECHARGING SYSTEM)

Cost associated with recharging existing fire extinguishers.

G300 CURRENT OBLIGATIONS AND SERVICES

All payments for operating and maintenance services rendered by firms or individuals. Examples of expenditures belonging to this group include travel, communication, utilities, printing, etc.

G310 TRAVEL AND TRANSPORTATION

G311 TRAVEL

Reimbursement to employees for mileage in personal vehicle for business use and travel costs for transportation (other than 314) by employees who are in travel status on official business incident to the project. Includes reimbursement to employees for **mileage, toll charges, parking fees, and commercial carrier fares**. (Amount reimbursed must be based on State travel policy)

- G312 TRAVEL SUBSISTENCE
Expenses incurred, other than travel, by an employee while acting in the course of employment while away from assigned duty station, including **food, lodging, and conference registration fees**. (Amount reimbursed must be based on State approved travel policy.)
- G313 TRANSPORTATION OF CLIENTS/OTHERS
(Operating Department only) Expenses incurred by an employee while acting in the course of employment while transporting clients and others.
- G314 TRAVEL - MOTOR-POOL OR LEASED VEHICLE
Contract cost and/or operating cost of rental vehicle used in travel away from assigned duty station. Including but not limited to vehicle rental, gasoline, motor oil, toll charges and parking fees. If **Motor-Pool vehicle**, or transit system administrative (non-revenue) vehicle is used, reimbursement will be based on **mileage at Motor-Pool rate** in accordance with state travel policy. Grantees may also use the current State Motor-Pool rate. (Does not include vehicles used in the provision of contracted transportation services.)
- G320 COMMUNICATIONS
Cost of communications such as telephone, fax transmissions, and postal fees.
- G321 TELEPHONE SERVICE
Includes monthly phone service, modem/fax lines, and cellular phone service (for **Administrative Staff**). (Does not include Internet provider fee.)
- G322 INTERNET SERVICE PROVIDER FEE
Internet service provider fee only – (does not include monthly phone service, modem/fax lines, and cellular phone
- G323 COMBINED SERVICE FEE
Telephone service/charges, cell phone, pagers, and/or Internet service fee when billed in one statement.
- G325 POSTAGE
Includes stamps and express mail. If postal meter is used, use object code 432 for costs associated with postal meter.
- G329 OTHER COMMUNICATIONS
(Specify) Cost of other communications expenses received by the project, not properly chargeable to another object of expenditure.

- G330 UTILITIES
 - Heat, light, power, water, sewer, and waste pickup expenses for project buildings and other project facilities, unless utilities are included in Rental Agreement (see 412/413) or Central Services (see 481).
- G331 ELECTRICITY
- G332 FUEL OIL
- G333 NATURAL GAS
- G334 WATER
 - Does not include bottled drinking water.
- G335 SEWER
- G336 TRASH COLLECTION
 - Cost of garbage/waste collection services, including
- G337 SINGLE / COMBINED UTILITY BILL
 - Cost of utility services that are billed to the project in a single bill or bill that combines one or more of the above
- G339 OTHER UTILITIES
 - Cost of other utilities not properly chargeable to any other object of expenditure.
- G340 PRINTING AND BINDING
 - G341 PRINTING & REPRODUCTION
 - Cost of printing/reproduction jobs done from original documents furnished by Grantee. **For Printing/Repro costs associated with in-house marketing, use object code 371.**
 - G349 OTHER PRINTING & BINDING
 - For Printing/Repro costs associated with in-house marketing, use object code 371.**
- G350 REPAIRS AND MAINTENANCE
 - G353 REPAIRS AND MAINTENANCE - VEHICLES
 - Services and repairs to vehicles (use 257/258 for vehicle signs and in-house paint supplies).
 - G354 REPAIRS AND MAINTENANCE - SHOP EQUIPMENT
 - Cleaning, painting, maintenance and repairs to shop equipment.

- G355 REPAIRS AND MAINTENANCE - OFFICE & COMPUTER EQUIPMENT
Cleaning, maintenance and repairs to office or computer equipment.
- G357 REPAIRS AND MAINTENANCE - COMMUNICATIONS EQUIPMENT
Cleaning, maintenance and repairs to mobile and hand-held radios, telephones or similar equipment.
- G359 OTHER REPAIRS AND MAINTENANCE
(Specify) Cost of repairs and maintenance performed on property owned and controlled by the project not properly chargeable to any other object of expenditure.

| G360 DONATED / CONTRIBUTED LABOR/SERVICES
Fair market value of donations or in-kind contributions of labor and/or services. In-kind contributions are eligible to be counted toward the local match only if the value of each is formally documented and supported; represents a cost which would otherwise be eligible under the project; and is allowed in the grant program requirements. The value of these donations/contributions is not reimbursable either as a direct or indirect cost. The value of the contribution must be reflected as both an expense and corresponding revenue in the grantee's accounting system.

- G361 DONATED / CONTRIBUTED LABOR/SERVICES
Local accounting use only, not eligible for reimbursement. Refer to grant program guidance for eligibility and documentation requirements for use as in-kind match. (See corresponding Revenue Source Code 841).

G370 ADVERTISING / PROMOTION MEDIA
Includes advertising and publicity in newspapers, radio, video, magazines, periodicals, and related items.

- G371 MARKETING - PAID ADVERTISEMENTS
Cost of paid advertisements (newspaper ads, radio and TV spots, etc.) and/or the services of a professional marketing firm. **May also include cost of printing/reproduction associated with in-house marketing.**

G372 PROMOTIONAL ITEMS
Cost of items utilized in the promotion or advertising of the transportation system including, but not limited to, pens, pencils, notepads, stickers, lapel pins, etc. The item should include the system name and/or logo.

- G373 OTHER ADVERTISING/PROMOTION MEDIA
(Specify)

- G380 COMPUTER SUPPORT SERVICES
 Cost of services rendered by outside firms.
- G381 COMPUTER PROGRAMMING SERVICES
 Cost of developing computer programs for use by the
 transportation system.
- G382 COMPUTER SUPPORT / TECHNICAL ASSISTANCE SERVICES
 Fees paid to outside firms for computer services/support.
- G390 OTHER SERVICES
- G391 LEGAL ADVERTISING
 Newspaper advertisements of such things as public
 hearings, bond referendums, notice of intent to apply for
 public transportation funding, employment opportunities,
 competitive bid procurements, sales of surplus property, etc.
- G392 LAUNDRY AND DRY CLEANING
 Cost of cleaning uniforms and other clothing owned by project.
- G393 TEMPORARY HELP SERVICES
 Cost of clerical or manual labor hired from another employer.
- G394 CLEANING SERVICES
 Cost of contracted cleaning of the space occupied by project.
- G395 TRAINING - EMPLOYEE EDUCATION EXPENSE
 Cost of schools or other safety and/or transportation-related
 training for grantee's employees or volunteers. Eligible
 employee training expenses include: registration fees, tuition,
 books and materials for approved courses; travel, lodging and
 meals related to approved training activities; fees for purchase
 or rental of Video or CD-ROM training or fees for participation
 in Internet or world wide web based training courses (excluding
 basic Internet service provider fees); and instructor fees and
 materials cost for approved courses. **Use object codes 31X
 for annual public transportation conference attendance
 and other non-training, administrative travel.**
- G396 MANAGEMENT SERVICES
 Cost of contracting with an outside agency for transit
 system management/administrative services.
- G398 SECURITY SERVICES
 Cost of guard and other services to protect property of
 project or for which project is liable.
- G399 OTHER SERVICES
 (Specify) Cost of any other service received by the project
 for its own benefit, not properly chargeable to another
 object of expenditure.

G400 FIXED CHARGES AND OTHER SERVICES

Includes payments for rentals, insurance, pensions, benefits, and other current expense.

G410 RENTAL OF REAL PROPERTY

Cost for the lease of space not owned by the project.

G411 RENT OF LAND

Cost of rental of land for exclusive use by the project.

G412 RENT OF BUILDING

Cost of rental for an entire building or facility for exclusive use by the project.

G413 RENT OF OFFICES

Cost of rental of office space for use by the transportation project. A signed lease agreement specifying the location, square footage, and monthly rental fee must be provided.

G419 OTHER RENTALS

(Specify) Cost of other rentals by the project for its own benefit, not properly chargeable to another object of expenditure.

G420 LEASE OF COMPUTER EQUIPMENT

Cost for the lease of computer hardware/software not owned by the project.

G421 LEASE OF COMPUTER HARDWARE

Cost to lease computer equipment for use by the transportation project.

G422 LEASE OF COMPUTER SOFTWARE

Cost to lease computer software for use by the transportation project.

G430 LEASE OF OTHER EQUIPMENT

Cost for the lease of all equipment, other than computer equipment, not owned by the project.

G431 LEASE OF REPRODUCTION EQUIPMENT

G432 LEASE OF POSTAL METER

Includes cost to lease a postal meter. If a postal meter is used, do not budget postage (associated with postal meter) in line item 325.

G433 LEASE OF COMMUNICATION EQUIPMENT

Includes radio, cable lines, and antennae.

G439 LEASE OTHER EQUIPMENT

(Specify) Cost of other rentals by the project for its own benefit, not properly chargeable to another object of expenditure.

- G440 SERVICES AND MAINTENANCE CONTRACTS
Cost of contracts, covering specific periods of time for maintenance of owned or otherwise controlled equipment.
- G441 MAINTENANCE CONTRACTS - COMMUNICATIONS EQUIPMENT
Includes cost of annual maintenance contracts beyond the warranty periods for mobile and hand-held radios, telephones, or similar equipment.
- G442 MAINTENANCE CONTRACTS - OFFICE EQUIPMENT
Includes cost of annual maintenance contracts beyond the warranty periods for office equipment.
- G443 MAINTENANCE CONTRACTS - REPRODUCTION EQUIPMENT
Includes cost of annual maintenance contracts beyond the warranty periods for reproduction equipment.
- G444 MAINTENANCE CONTRACTS - VEHICLES
(Operating Department only)
- G445 MAINTENANCE CONTRACTS - COMPUTER EQUIPMENT
Includes cost of annual maintenance contracts beyond the warranty periods for computer equipment.
- G446 MAINTENANCE CONTRACTS - TIRES
(Operating Department only)
- G449 OTHER SERVICE AND MAINTENANCE CONTRACTS
(Specify) Cost of any other service received by the project for its own benefit, not properly chargeable to another object of expenditure.
- G450 INSURANCE AND BONDING
Cost of insurance on property or against specific or general liabilities of the project.
- G451 INSURANCE - PROPERTY AND GENERAL LIABILITY
Cost to insure property (i.e., buildings, facilities, and other structures) against damage/loss of use and general liability insurance coverage against injuries received by individuals while on the transportation project's premises.
- G452 INSURANCE - VEHICLES
Cost of vehicle insurance will be an eligible administrative cost, **effective FY2007.**
- G453 INSURANCE - FIDELITY
Cost of fidelity and surety bond coverage.
- G454 INSURANCE - PROFESSIONAL LIABILITIES
- G455 INSURANCE - SPECIAL LIABILITIES

G460 DEPRECIATION

- G461 DEPRECIATION--OFFICE EQUIPMENT
(Only the local share)
- G462 DEPRECIATION--COMPUTER EQUIPMENT
(Only the local share)
- G464 DEPRECIATION--MOTOR VEHICLES
(Only the local share)
- G465 DEPRECIATION--OTHER EQUIPMENT
(Only the local share)
- G468 DEPRECIATION--BUILDINGS/OTHER STRUCTURES
(Only the local share)

| G470 DONATED / CONTRIBUTED FACILITY SPACE

Fair market value of donations or in-kind contributions of facility space. In-kind contributions are eligible to be counted toward the local match only if the value of each is formally documented and supported; represents a cost which would otherwise be eligible under the project; and is allowed in the grant program requirements. The value of these donations/contributions is not reimbursable either as a direct or indirect cost. The value of the contribution must be reflected as both an expense and corresponding revenue in the grantee's accounting system.

- |
- G471 DONATED / CONTRIBUTED FACILITY SPACE
Local accounting use only, not eligible for reimbursement. Refer to grant program guidance for eligibility and documentation requirements for use as in-kind match. (See corresponding Revenue Source Code 843).

G480 INDIRECT COSTS

Amounts charged to the project or function on account of general and administrative services under a central or departmental indirect cost plan. Plans are subject to prior approval by the Department of Transportation.

G481 CENTRAL SERVICES

Costs must be documented in an approved cost allocation plan. "Central service cost allocation plan" means the documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by an organization on a centralized basis to its departments and agencies. The cost of these services may be allocated or billed to users. Indirect costs include those that are incurred for a common or joint purpose benefiting more than one cost objective; not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved; and originating in each of the grantee's operating or organizational units (as well as those incurred by others in supplying goods, services, and facilities to each unit). Examples of indirect costs are operation and maintenance of buildings and expenses of unit heads and their immediate staff. Principles and standards for determining costs applicable to grants and contracts with grantees or other state or local agencies are presented in OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, and OMB Circular A-122, Cost Principles for Non-Profit Organizations.

G490 OTHER FIXED CHARGES / CURRENT EXPENSES

G491 DUES AND SUBSCRIPTIONS

Annual membership dues in professional societies and subscriptions to technical and professional publications. Expenditures related to lobbying are unallowable pursuant to OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, and OMB Circular A-122, Cost Principles for Non-Profit Organizations.

G499 OTHER FIXED CHARGES / CURRENT EXPENSES

(Specify) Cost of any other fixed charges or current expenses of the transit system, not properly chargeable to another object of expenditure.

G500

CAPITAL OUTLAY

Includes outlays that result in the acquisition of or additions to fixed assets defined as Capital. (NOTE: Capital costs include delivery and installation.) OMB, FTA, and NCDOT require that grantees maintain equipment records that include:

- 1) A description of the equipment;
 - 2) Manufacturer's serial number, model number, or other identification number;
 - 3) Source of the equipment (project number);
 - 4) Title holder;
 - 5) Acquisition date;
 - 6) Acquisition cost;
 - 7) Information from which one can calculate the percentage of Federal and/or State participation in the cost of the equipment;
 - 8) Location and condition of the equipment and the date the information was reported; and
 - 9) Ultimate disposition data, including date of disposal and sales price.
- Equipment records must be retained for at least three (3) years after disposal of assets. A physical inventory at least every two years is also required. This count is to be reconciled to the agency's equipment records. Capital items should be classified under one of the following objects:

G510 OFFICE FURNITURE AND EQUIPMENT

G511 OFFICE FURNITURE

Cost of tables, desks, chairs, file cabinets, and related furniture for transportation offices or facilities.

G512 OFFICE EQUIPMENT

Cost of fax machines, copiers, calculators, and other equipment for transportation offices and facilities. Does not include computer hardware and software.

G513 AUDIO VISUAL EQUIPMENT

Includes the costs of overhead projector, TV, VCR, and audio/video projector ("light box" for use with PC), to be used for training purposes. (Use 514 for purchase of audio/video overhead projector WITH laptop.)

G514 MICRO PORTABLE PROJECTOR / LAPTOP

Includes the COMBINED cost of laptop (portable) computer **and** portable overhead audio/video projector ("light box" for use with laptop). May also include Microsoft Office software for laptop, accessories such as cable connectors, adapters, carrying cases, etc., when included with initial purchase. (Use 513 for purchase of audio/video overhead projector WITHOUT laptop.)

G520TECHNOLOGY

- G521 PERSONAL COMPUTER SYSTEM
Cost of desktop computer (CPU), monitor, keyboard, mouse, Microsoft Office software, and technical support contract expenses. DOES NOT INCLUDE COST OF LAPTOP (PORTABLE) COMPUTER.
- G522 PRINTER
Cost of network and/or non-network printers for use by the transit system.
- G523 COMPUTER SOFTWARE
Cost of computer software for operating system and computer-based applications. COST OF SCHEDULING SOFTWARE IS LIMITED TO TECHNOLOGY DEPARTMENT
- G524 TELEPHONE SYSTEM
New or replacement of ENTIRE telephone system – see Technology Plan for description. (TECHNOLOGY DEPARTMENT ONLY)
- G525 NETWORK SERVER
For use with NETWORK applications/programs.
- G526 MOBILE DATA DEVICES
See Technology Plan for description. (TECHNOLOGY DEPARTMENT ONLY)
- G527 AUTOMATIC VEHICLE LOCATION
See Technology Plan for description. (TECHNOLOGY DEPARTMENT ONLY)
- G528 DATA COMMUNICATION DEVICE
See Technology Plan for description. (TECHNOLOGY DEPARTMENT ONLY)
- G529 OTHER TECHNOLOGY
See Technology Plan for description.
- G530 NEW CONSTRUCTION AND LAND PURCHASE
Construction of new building for administrative, maintenance, transfer, or multi-modal purposes. Also, includes purchase of modular unit and land for construction.
- G531 NEW CONSTRUCTION OF TRANSIT FACILITY
New building construction including, but not limited to: General Construction, HVAC, Electrical and Plumbing.
- G532 PURCHASE OF MODULAR STRUCTURE
Purchase of Modular unit, Morton Building or similar.

- G533 LEGAL FEES, APPRAISAL, SURVEY
Fees associated with new construction or land acquisition, such as: survey, appraisal, title fees, closing costs.
- G534 FEASIBILITY / ENVIRONMENTAL STUDY
Costs associated with securing a consultant to research potential land acquisition to determine appropriateness of site/project, analyze current/future needs, and compare options; and/or determine if there may be any environmental factors to be considered.
- G535 LAND ACQUISITION
Purchase of parcel of land for construction or placement of modular structure.
- G536 SITEWORK / GRADING
Pre-construction work including, but not limited to: removing debris, site prep, leveling land, protection of environment.
- G537 UTILITY WORK / HOOK-UPS
Costs associated with water, sewer, electrical or telephone lines or wiring required prior to or post-construction.
- G538 FENCING / LIGHTING
Exterior building and parking lot lighting. Fencing and gate to secure parking area for vehicles.
- G539 LANDSCAPING / ACCESSWAY / SIGNAGE
Post-construction site work, such as sodding, seeding, soil erosion containment, and shrubbery planting.
CONSTRUCTION OF RAMPS AND WALKWAYS MUST MEET ADA REQUIREMENTS. Permanent signs such as facility sign and accessible entrance signs.
- G540 MOTOR VEHICLES FOR REPLACEMENT OF EXISTING VEHICLE
Motor vehicles for replacement of existing vehicles. Includes the cost of acquisition of rolling stock and related equipment needed to replace existing vehicles for an efficient and coordinated public transportation system.
- G541 30- TO 40-FT TRANSIT BUS W/LIFT (REPLACEMENT)
12-year lift-equipped bus built as an integral unit.
- G542 30- TO 40-FT TRANSIT BUS W/LIFT (REPLACEMENT)
10-year lift-equipped bus built as an integral unit.
- G543 25-FT LIGHT TRANSIT VEHICLE (REPLACEMENT)
Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; NO LIFT; maximum capacity - 24

- G544 22-FT LIGHT TRANSIT VEHICLE (REPLACEMENT)
Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; NO LIFT; maximum capacity - 20
- G545 VAN CONVERSION (REPLACEMENT)
Modified standard van; raised roof; school bus door entry; lowered stepwell; NO LIFT; maximum capacity - 13 passengers.
- G546 STANDARD VAN (REPLACEMENT)
Unmodified, standard production vehicle; maximum capacity 14 passengers.
- G547 25-FT LIGHT TRANSIT VEHICLE W/LIFT (REPLACEMENT)
Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; maximum capacity - 19 passengers, depending on floor plan.
- G548 LIFT-EQUIPPED CONVERSION VAN (REPLACEMENT)
Modified standard van; raised roof; school bus door entry; lowered stepwell; fully automatic lift (interior mount) or semi-automatic (exterior mount); maximum capacity - 14 passengers, depending on floor plan.
- G549 CENTER-AISLE VAN (REPLACEMENT)
Modified standard van; flat roof, 13 or 14-passenger seating with center aisle access and side door entrance.
NOTE: DOES NOT HAVE A RAISED ROOF.
- G550 OTHER EQUIPMENT
 - G551 VEHICLE SPARE PARTS
Cost of spare parts for revenue producing vehicles. The spare part must have a unit cost of greater than \$300 and a useful life of more than one (1) year. Only available to systems with in-house maintenance facilities which maintain an inventory of spare parts.
 - G552 SHOP EQUIPMENT
Purchase of equipment for maintaining vehicles, including, but not limited to, motor hoist, tire balancer, etc.
 - G553 REPEATER STATION
 - G554 RADIO BASE STATION

- G555 RADIO UNIT (MOBILE OR HAND-HELD)

- G556 TELEPHONE EQUIPMENT
 Individual telephone instruments (DOES NOT INCLUDE NEW OR REPLACEMENT TELEPHONE SYSTEMS – see 524); may include cellular (digital) phone (includes charger, battery, adapter, and/or other accessories).

- G557 FAREBOXES

- G559 OTHER EQUIPMENT
 (Specify)

- G560 MOTOR VEHICLES FOR EXPANSION OF SERVICES
 Includes the cost of acquisition of rolling stock and related equipment needed to expand capacity for an efficient and coordinated public transportation system.

- G561 30- TO 40-FT TRANSIT BUS W/LIFT (EXPANSION)
 12-year lift-equipped bus built as an integral unit.

- G562 30- TO 40-FT TRANSIT BUS W/LIFT (EXPANSION)
 10-year lift-equipped bus built as an integral unit.

- G563 25-FT LIGHT TRANSIT VEHICLE (EXPANSION)
 Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; NO LIFT; maximum capacity - 24

- G564 22-FT LIGHT TRANSIT VEHICLE (EXPANSION)
 Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; NO LIFT; maximum capacity - 20

- G565 VAN CONVERSION (EXPANSION)
 Modified standard van; raised roof; school bus door entry; lowered stepwell; NO LIFT; maximum capacity - 13 passengers.

- G566 STANDARD VAN (EXPANSION)
 Unmodified, standard production vehicle; maximum capacity 14 passengers.

- G567 25-FT LIGHT TRANSIT VEHICLE W/LIFT (EXPANSION)
 Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; maximum capacity - 19 passengers, depending on floor plan.

G568 LIFT-EQUIPPED VAN (EXPANSION)
Modified standard van; raised roof; school bus door entry; lowered stepwell; fully automatic lift (interior mount) or semi-automatic (exterior mount); maximum capacity - 14 passengers, depending on floor plan.

G569 CENTER-AISLE VAN (EXPANSION)
Modified standard van; flat roof, 13 or 14-passenger seating with center aisle access and side door entrance.
NOTE: DOES NOT HAVE A RAISED ROOF.

G570 OTHER MOTOR VEHICLES

G571 MINI-VAN (REPLACEMENT)
Small van; standard production vehicle; maximum capacity - 6 passengers.

G572 MINI-VAN (EXPANSION)
Small van; standard production vehicle; maximum capacity - 6 passengers.

G573 ALLOWABLE ALTERNATE VEHICLE (SPECIFY REP/EXP)
Lift-equipped transit vehicle for transportation of children; includes one wheelchair station.

G574 SUPPORT VEHICLE (SPECIFY REPLACEMENT OR EXPANSION)
Vehicle used for staff transportation.

G575 20-FT LIGHT TRANSIT VEHICLE (SPECIFY REPLACEMENT OR EXPANSION)
Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; NO LIFT; maximum capacity - 13

G576 22-FT LIGHT TRANSIT VEHICLE W/LIFT (REPLACEMENT)
Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; maximum capacity - 15 passengers, depending on floor plan.

G577 OTHER TRANSIT VEHICLE (SPECIFY REP/EXP)
Other transit-type vehicles not otherwise identified in UPTAS. Specify type and if equipped with lift.

- G578 20-FT LIGHT TRANSIT VEHICLE W/LIFT (SPECIFY REPLACEMENT OR EXPANSION)
Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; maximum capacity - 12 passengers, depending on floor plan.
- G579 22-FT LIGHT TRANSIT VEHICLE W/LIFT (EXPANSION)
Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; maximum capacity - 12 passengers, depending on floor plan.

G580 FACILITY ACQUISITIONS AND IMPROVEMENTS

- G581 CONSTRUCTION / PROJECT MANAGEMENT SERVICES
A firm, team, or an individual acts as an extension of staff to the Owner and manages the entire project with pre-planning, design, construction, engineering and management expertise that can assure the best possible project outcome. This is not the same as a general contractor.

G582 FACILITY ACQUISITION

- G583 BUS STOP SHELTERS / BENCHES
Enclosure and seating provided to passengers at bus stop. MUST MEET ADA REQUIREMENTS. REQUIRES PLAN APPROVAL by city or county regarding location.

G584 PARK AND RIDE LOTS

G585 BUS STOP SIGNS

- G586 BUILDING SECURITY / SURVEILLANCE EQUIPMENT
Cost and installation of security systems and surveillance equipment for transit system's administrative or maintenance facility.

G587 PAVING / RESURFACING

- G588 ENGINEERING & DESIGN SERVICES
Cost of architectural and engineering services required for construction or renovation projects.

- G589 FACILITY IMPROVEMENT
May include complete renovation or limited improvements/repairs.

G590 OTHER IMPROVEMENTS AND CAPITAL OUTLAY

G591 VEHICLE LETTERING AND LOGOS

Cost of lettering and/or logos and the labor involved in having the transit system name, phone number, and/or logo applied to vehicles. Costs to be incurred by using a local vendor. Costs incurred by ordering lettering option offered by rolling stock vendor **excluded** (cost included with vehicle invoice, eligible under vehicle line item.)

G594 VEHICLE LEASE
(Non-participating cost.)

G595 SERVICE VEHICLE
(Specify Type and Replacement or Expansion) Vehicle used for maintenance needs or towing.

G596 VEHICLE SECURITY / SURVEILLANCE EQUIPMENT
Cost and installation of on-board security systems and surveillance equipment.

G597 CONTINGENCY (RESERVED FOR CONSTRUCTION PROJECTS)

G598 28-FT LIGHT TRANSIT VEHICLE W/LIFT (SPECIFY REP/EXP)

Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wide body; fully automatic lift; max. capacity - 22 passengers, depending on floor plan.

G599 OTHER CAPITAL
(Specify)

G600 CONTRACTS, GRANTS, SUBSIDIES AND ALLOCATIONS

This category includes all expenditures of monies appropriated by the project to any other entity and allocations of appropriations to some other entity for some designated public transportation program or project.

G610 PRIVATE OPERATOR CONTRACTS

G611 DIRECT PURCHASE OF SERVICE (PRIVATE)
Purchase of transportation services from a privately owned transportation provider.

G612 USER SIDE SUBSIDY
Purchase of service contract in which the passenger (user) pays for a portion of the full fare.

G613 PURCHASE OF PARATRANSIT SERVICE

G620 PURCHASED TRANSPORTATION SERVICES

- G621 VOLUNTEER REIMBURSEMENT
Reimbursement to volunteers for mileage on personal vehicle for public transportation.
- G640 PUBLIC OPERATOR CONTRACTS
- G641 DIRECT PURCHASE OF SERVICE (PUBLIC)
Purchase of transportation services from a publicly owned transportation provider.
- G690 OTHER CONTRACTS, GRANTS, AND SUBSIDIES
- G693 PAYMENT MADE ON COOPERATIVE AGREEMENTS
Amounts paid to another unit of government as the project's share of expenses for services rendered jointly by this project and other projects.
- G700 DEBT SERVICE**
Amounts paid for principal, interest and service charges on funded debt owed by the project.
- G750 OTHER DEBT SERVICE
- G751 SERVICES CHARGES
- G752 CALL PREMIUMS
- G800 TRANSFERS AND REFUNDS (CONTRA ACCOUNTS)**
An account that reduces either an asset, liability or expense on balance sheet.
- G820 INTERFUND TRANSFERS
Legally authorized transfer between funds receiving revenue to the funds through which the resources are to be expended.
Example: transfer to the General Fund from and Enterprise Fund to finance General Fund expenditures.
- G821 GENERAL FUND
- G822 CAPITAL RESERVE FUND
- G830 REIMBURSABLE TAXES

- G832 NORTH CAROLINA SALES TAXES
- G833 NORTH CAROLINA GASOLINE TAX REFUND
- G834 COUNTY SALES TAXES
- G835 FEDERAL EXCISE TAXES
- G836 FEDERAL GASOLINE TAX REFUND
- G839 OTHER TAXES
- G840 OTHER TRANSFERS AND REFUNDS
 - Expenses not eligible for subsidy and amounts received from insurance carriers for claims made by the project.
- G841 CHARTER EXPENSES
 - Expenses incurred as a result of operating vehicles in a charter service that is incidental as defined by the Section 5311 regulations.
- G842 GARAGE SERVICES
 - Expenses incurred as a result of repairing non-owned vehicles.
- G843 ADVERTISING EXPENSES
 - Expenses incurred in the course of soliciting or displaying advertising materials.
- G844 INSURANCE SETTLEMENTS
 - Amounts received from insurance carriers for claims made by the project.
- G847 INCOME FROM ELDERLY AND DISABLED TRANSP. ASST. PROG. (EDTAP)
 - Amounts charged to EDTAP for services provided.
- G849 OTHER CONTRA ACCOUNTS
- G870 RECEIVABLES WRITTEN OFF
- G873 BAD DEBTS-- ENTERPRISE

G879 BAD DEBTS--OTHER

G880 INVENTORY CHANGES

Special account to maintain the perpetual inventory on the modified accrual basis of measurement.

G881 PURCHASE FOR INVENTORY

Purchases to replenish inventory and maintain stock quantities at normal level.

G882 ISSUES FROM INVENTORY

To be credited with cost of materials requisitioned from stock for use by department.

G900 CONTINGENCIES

G990 BUDGETARY ACCOUNTING ONLY

G991 CONTINGENCY / PROGRAM RESERVE

The amount of the contingency appropriation. Budget 5% of capital outlay (500 Series) total. (For local use only--DOT does not participate.)