



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: January 7, 2016

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Kyle L. Guerrant, Deputy Superintendent *KG*

SUBJECT: BULLETIN 1022 – CHANGE NOTICE #24

The purpose of this correspondence is to transmit *Michigan Public School Accounting Manual Change Notice 24*.

The following attachment gives the detail for pages in the manual that have been changed. You may print those pages from our website. Please communicate these changes to others in your district that may be in possession of the *Michigan Public School Accounting Manual* to ensure that all school district accounting manuals remain current. The entire manual along with this change notice is also available electronically on the [Michigan Public School Accounting Manual](#) page of our website.

The *Michigan Public School Accounting Manual* contains the state prescribed chart of accounts to be used by all public school districts in Michigan. According to the Revised School Code, Section 380.1281

- 1) The Department shall:
 - a) Require each board, each public school academy board of directors, each intermediate school board, and the officers of each of those boards to observe the laws relating to schools...prescribe appropriate uniform pupil and financial accounting records for use in school districts, public school academies, and intermediate school districts and promulgate rules for their adoption.

The Department may examine and audit the official records and accounts of school districts, public school academies, and intermediate school districts, and may compel proper accounting by legal action instituted by direction of the attorney general.

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Michigan Department of Education staff and members of the *Michigan Public School Accounting Manual* referent group will continue their efforts to ensure uniformity in the recording and reporting of Michigan public school district accounting transactions via updates to this manual. **The changes listed in Change Notice #24 are to be implemented for fiscal year 2016-17.**

If you have questions concerning the *Michigan Public School Accounting Manual*, please contact Christopher May at (517) 335-1263 or MayC@michigan.gov.

Attachment

cc: Michigan Education Alliance

Change Notice 24

Section	Sub-Section	Change	Discard Page #	Add Page #
Bulletin 1022 Committee Members	N/A	Updated Members of Michigan Public School Accounting Manual Referent Group	N/A	N/A
Section II	E.03	Updated reference to Food Service Fund	37-38	37-38
Section III	A.03	Updated reference to Food Service Fund	5-6	5-6
Section IV	B	Updated reference to Food Service Fund	3-4	3-4
Section IV	E.03	Updated reference to Food Service Fund	17-18	17-18
Appendix	Fund Codes	Changed name of School Lunch Fund to Food Service Fund	3-4	3-4
Appendix	Balance Sheet Major Class Codes	Revised definition of Major Class Code 195	5-6	5-6
Appendix	Balance Sheet Major Class Codes	Added Major Class Code 594 for the recording of Pension Liability – Long Term Portion	11-12	11-12
Appendix	Revenue Major Class Codes	Revised definition of Major Class Code 153	15-16	15-16
Appendix	Expenditure Object Codes	Revised definition of Major Class Code 3450	39-40	39-40
Appendix	Grant Codes	Updated with Current Grants	51-58	51-58