

# Identifying Facilities Spending – The Need for Cost Codes

**PSCOOTF**

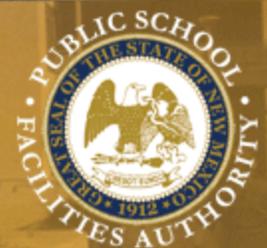
**October 20, 2015**

**Presenters:**

**Bob Gorrell, Director, PSFA**

**Denise Irion, CFO, PSFA**

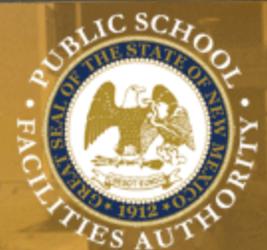
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## The Need for Facilities Cost Codes

- Effective ownership is necessary to protect the \$19.5B school facilities asset into the future. To sustain the current level of facilities condition into the future will require more money, a smaller asset to care for including replacement, or better maintenance to extend the life of facilities. Knowing what is spent on facilities and what should be spent is key to improving the expected life and function of our school facilities.
- The statewide establishment of facilities cost codes is needed to capture facility budget and expenditures related to capital and non-capital spending. **Reduced routine maintenance spending is a phenomenon of reduced school budgets. Inadequate maintenance capital spending is a result of overall lack of facility management knowhow.**
- Adequate facilities cost codes are needed and would provide comparable metrics, leading to better budgeting and spending decisions.

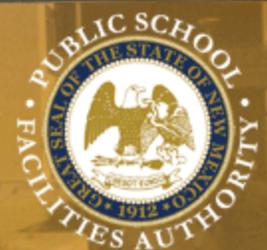
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## The Need for Facilities Cost Codes (continued)

- Currently, the expenditure reporting for facilities cost codes do not capture capital maintenance costs that provide longer lasting facilities. Such expenditures include re-roofing, upgrades to heating and air conditioning systems and infrastructure building improvements. Neither do cost codes differentiate between routine and emergency (reactive) maintenance of which the latter is about three times more expensive.
- Utilizing non-mandatory NCEs (National Center for Educational Statistics) codes and establishing new codes within the NCEs accounting code structure will ensure identification of adequate and appropriate facilities ownership costs.

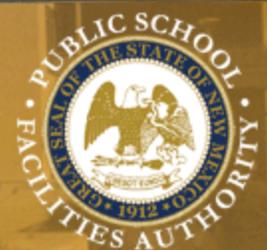
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# What Costs Do We Need to Know

- Planning
  - To be cost effective and have needed support of the voters, capital expenditures must be well planned to be cost effective. This a relatively small cost, but one of the most important expenditures for responsible ownership.
- Acquisition
  - Obtaining land and facilities, as well as “re-obtaining” through “renewal”.
- Maintenance
  - The work required to keep a facility fully functional and continually utilized for its expected life, and intended purpose. Note: A facility addition extends the life of the original facility.
- Operations
  - All the costs to keep a facility clean, sanitary, and tidy such that its occupants are comfortable, healthy, and productive. Utilities, snow removal, support services, and even demolition, like weed removal, are operational costs.

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# SCHOOL-FACILITIES ACTIVITY CATEGORIES & DEFINITIONS

For the purposes of classifying expenditures and budgeting, all school facilities-related activities should fall into one of the four following categories regardless of funding source.

<p><b>1) PLANNING— Determining What Is Needed</b></p>	<p>The creation and maintenance of next steps required, including funding sources and planning coordination with 'outside' entities, to most efficiently and effectively provide facilities necessary to adequately support the intended purposes and outcomes of the institution.</p>
<ul style="list-style-type: none"> <li>• Long-term capital planning</li> </ul>	<p>The creation of comprehensive plans for the funding, establishment, acquisition, maintenance, and disposal of school facilities deployed to meet a district's needs for a period of more than five years into the future.</p>
<ul style="list-style-type: none"> <li>• Short- or near-term capital planning</li> </ul>	<p>The creation of comprehensive plans for the funding, establishment, acquisition, maintenance, and disposal of school facilities deployed to meet a district's needs during the upcoming five years. Such plans may include preliminary or pre-design project information such as educational specifications, potential sites, facility/building(s), budgets, and timelines.</p>
<p><b>2) ACQUISITION— Obtaining the School Facility</b></p>	
<ul style="list-style-type: none"> <li>• Acquisition of Land</li> </ul>	<p>Obtaining the use of land through purchase in fee simple or through lease-purchase (lease duration must be at least one or more years).</p>
<ul style="list-style-type: none"> <li>• Acquisition of Facilities</li> </ul>	<p>Obtaining a preexisting facility through purchase in fee simple or lease-purchase (lease duration must be one or more years). [BG] Includes costs associated with eminent domain (including purchase of rights-of-way); and tax or special assessment foreclosure. [NCES]</p>
<ul style="list-style-type: none"> <li>• Construction of New School</li> </ul>	<p>Construction of a new campus, including support infrastructure—both on-site and off-site—such as water, sewer, drainage, gas, power, access roads, etc. Includes all steps from planning to occupancy that are necessary to achieve a facility that has an initial lifespan of 30+ years before comprehensive renewal would be required to gain back the learning and operational advantages of a new facility.</p>
<ul style="list-style-type: none"> <li>• Renewal of Existing School</li> </ul>	<p>Renovation of an entire campus to like-new condition (equal to an FCI of 15% or less) during a period of time not to exceed four years, including its support infrastructure both on-site and off-site.</p>

## SCHOOL-FACILITIES ACTIVITY CATEGORIES & DEFINITIONS

<b>3) MAINTENANCE— Tending the School Facility</b>	<p>The work required to keep a facility (plant, building, structure, ground facility, utility system, or other real property) in such condition that it may be fully functional and continuously utilized for its expected life, for its intended purpose, and at its maximum energy efficiency. Includes both routine and capital maintenance.</p>
<ul style="list-style-type: none"> <li>• Minor (Routine) Maintenance</li> </ul>	<p>Routine, preventive, predictive, and emergent work required to ensure that a facility functions according to its design and for its expected lifespan, as well as unscheduled repairs such as component replacement that occurs more often at the end of a piece of equipment’s useful life. Includes scheduled inspections, record keeping, equipment servicing, replacement of lamps and filters, replacement of failed equipment components such as motors, pumps and switches, responding to calls for emergency repairs, patching holes, and repairing furniture and fixtures.</p>
<ul style="list-style-type: none"> <li>• Capital Maintenance</li> </ul>	<p>Major repair, alteration, and replacement of building systems, equipment, and components that will sustain or extend the useful life of the entire facility but are insufficient to renew the facility. Includes improvement of roadways and drainage; replacement of playing fields, roofs, HVAC systems, windows, and doors; structural repairs; building additions; facility-modernization projects; and replacement or provision of long-life assets to a facility such as portable classrooms and furniture, fixtures, and equipment.</p>
<b>4) OPERATIONS— Supporting Occupancy Needs</b>	<p>The services required to keep a facility clean, sanitary, and tidy such that its occupants are comfortable, healthy, and productive. Includes the provision of utilities such as fuel, electricity, water, and sewerage; support services to assist occupants; and disposal of unnecessary structures or equipment that are a form of trash. The removal of unnecessary facilities as part of a facility renewal project should be included in those costs).</p>
<ul style="list-style-type: none"> <li>• Short-Term Lease</li> </ul>	<p>A lease for fewer than 30 years.</p>
<ul style="list-style-type: none"> <li>• Utilities</li> </ul>	
<ul style="list-style-type: none"> <li>• Custodial Services</li> </ul>	<p>The day-to-day janitorial and grounds work necessary to keep a facility sanitary, polished, and tidy. Includes trash removal, cleaning, waxing, weed removal, trimming, mowing, irrigating, snow and ice removal, and otherwise caring for school facilities and grounds. Also includes non-cleaning tasks such as opening the school, checking for vandalism, and identifying safety and maintenance needs.</p>

## SCHOOL-FACILITIES ACTIVITY CATEGORIES & DEFINITIONS

<ul style="list-style-type: none"> <li>• <b>Support Services</b></li> </ul>	<p><b>Routine and non-routine work required to support occupant functions.</b> Includes responding to teachers’ and principals’ requests; setting up spaces for special activities and events; ordering and delivering supplies; and raising and lowering the flag; and management of equipment for physical-education activities.</p>
<ul style="list-style-type: none"> <li>• Demolition and Disposal of Facilities</li> </ul>	<p>End-of-life removal of assets including furniture, equipment, and buildings. Includes spot removal of any unsafe product such as lead or asbestos as well as cleanup of spills, mold and other contaminants. Does not include demolition or disposal as part of Capital Maintenance, Construction of New Facility, or Renewal of Existing Facility; and environmental cleanups and similar that are conducted as part of Acquisition of Land or Acquisition of Facility.</p>

### Other Definitions for Reference

**Building**—A single continuous enclosed structure that may or may not be connected with other structures by passageways, including the structure itself with all plumbing, sanitary, heating, ventilation, mechanical, and electrical systems in the structure as well as all fixed equipment. [WA]

**Building Gross Area Square Footage**— The gross square footage of a building calculated and measured in accordance with the American Institute of Architects, Document D101: The Architectural Area and Volume of Buildings (latest edition). Generally, the total physical footprint of a building measured in square feet, including all occupiable floor levels. [BG]

**Building Gross Instructional Square Footage**—The gross square footage of a building (including portables) utilized for direct, indirect or support of instruction. Generally, this will be the same number as gross area square footage unless a part is used for a specific non-instructional related function, such as a district office. [BG]

**Capital Outlay**— Direct expenditure for purchase or construction, by contract or government employee, construction of buildings and other improvements; for purchase of land, equipment, and existing structures; and for payments on capital leases. [NCES]

**Employee Benefits Maintenance & Operations**—Amounts paid by the school system for fringe benefits and not included in salaries and wages paid directly to employees. Includes contributions on behalf of employees for retirement coverage, social security, group health and life insurance, tuition reimbursement, worker’s compensation, and unemployment compensation. [NCES]

**Enrollment**—The fall membership count of pupil rolls of the fall of the school system’s fiscal year for which data are shown. [NCES]



## Uniform Chart of Accounts

MANUAL OF PROCEDURES  
PSAB SUPPLEMENT 3 - ACCOUNTING/FUND  
ACCOUNTING/GENERAL LEDGER

*Revised March 2014*

Eileen Marrujo-Gallegos, Director  
School Budget and Finance Analysis Bureau

### III. STANDARD CHART OF ACCOUNTS STRUCTURE

#### OVERVIEW

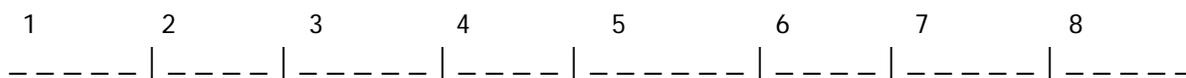
The UCOA uses a segment or component structure that is designed to serve as a flexible tool to meet the needs of all school districts and charter schools in the State of New Mexico. It creates a common means of communication to be used in planning, recording, accumulating, controlling, and reporting the financial activities of the school districts and charter schools. All school districts and charter schools are required to uniformly utilize this component structure in order to provide comparability between school districts and charter schools.

The hierarchy of the UCOA code structure is presented below. This structure gives school districts and charter schools the ability to report accurately and effectively on financial activities, as well as to segregate and group accounts with the greatest amount of flexibility resulting in the ability to produce the most useful financial statements. The account code structure associated with revenues is relatively straightforward because each revenue is identified by source, ranging from general to specific. Expenditures, however, use a series of levels in a hierarchy to identify the following:

- The Fund from which funds are being expended
- The Function for which the funds are being spent
- The Object on which the funds are spent
- The Program that is spending the funds
- The Location (school) on which the funds are being spent
- The Job Classification associated with certain expenditures

The standard UCOA structure is composed of eight components – six of which are specifically defined and two of which are currently unspecified – each separated by a delimiter.

A pictorial representation of the standard Chart of Accounts is noted below, followed by a table giving the name, internal segment structure, and length of each component:



Component	Description	Structure	Length
1	Fund / Sub-Fund	X/XXXX	5
2	Function / Sub-Function	X/XXX	4
3	Object	X/XXXX	5
4	Program	XXXX	4
5	Location (District/School)	XXX/XXX	6
6	Job Classification	XXXX	4
7	Unspecified/Local Use	XXXXX	5
8	Unspecified/Local Use	XXXXX	5

The code structure in the first four components includes header accounts to aid in the creation of summarized reports. "Roll-ups" are not included in the Location and Job Classification components, as these items would not normally require roll-up reporting capabilities to aid in the creation and development of standard and ad hoc reports.

## DEFINITION OF COMPONENTS

The account code structure provides a basis for financial reporting and budgeting. The table below illustrates the required account code format. Each required element must contain the specified *number of digits* and must be in the *specified location* in the account code structure. Expenditures and other financing uses will utilize specific components 1-6 of the account structure. Balance Sheet and Revenue and other financing sources accounts will only utilize components 1 (Fund) and 3 (Object). Components not being used in these accounts will be filled with zeros as placeholders. In addition, a district or charter school may choose to use the optional components with any type of account to track additional items not covered in the first six components.

	Fund	Function	Object	Program	Location	Job Class	Account Type
<b>Balance Sheet Accounts</b>	X/XXXX	0000	1/XXXX	0000	XXX/000	0000	Assets
	X/XXXX	0000	2/XXXX	0000	XXX/000	0000	Liabilities
	X/XXXX	0000	3/XXXX	0000	XXX/000	0000	Fund Balances
<b>Revenue &amp; Other Financing Sources</b>	X/XXXX	0000	4/XXXX	0000	XXX/XXX	0000	Revenue
<b>Expenditures &amp; Other Financing Uses</b>	X/XXXX	X/XXX	5/XXXX	XXXX	XXX/XXX	XXXX	Expenses

1. **Fund Type & Sub-Fund:** A Fund is a fiscal and accounting entity which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. A fund is also a self-balancing set of accounts recording assets, liabilities, fund balances (or equities), revenue, and expenditures related to a specific funding source. A new fund is established when funding requires that activities related to a particular source of funds be accounted for separately from other activities.

Individual funds are first classified by Fund Type and then for specific purposes. There are nine Fund Types which are used to record all related financial transactions. Funds are the primary component for accumulating and reporting financial results. Sub-Funds are further divisions of funds that are reported separately from, but accumulated with, the primary Fund Type to which the sub-fund belongs.

2. **Function:** A Function is a group of related activities aimed at accomplishing a major service or program for which the school district or charter school is responsible. The function describes the activity for which a service or material object is acquired. The functions of a school district or charter school are classified into five broad areas. Functions are further classified into sub-functions.
3. **Object:** The Object component contains the specific balance sheet account, revenue, or expenditure for which funds are received or expended. The purpose of expenditure objects is to classify in detail the services or commodities bought from the financial resources in the fund source from which the expenditure is being made.
4. **Program:** A Program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives that need to be accounted for separately from other programs. The Program component allows a school district or charter school, as well as PED, to identify the costs of a program even when the expenditures are made from different funds.
5. **Location:** A Location is a budgetary or operational unit to be used in routing financial resources and segregating expenditures. Locations are defined in the UCOA as Districts and Schools.

6. **Job Classification:** The Job Classification component is used to capture expenditure costs in compensation for specific jobs. The code is based on the prior chart of account numbering methodology for personnel costs.
7. **Unspecified Component #1:** This component is currently unspecified by PED and can be used by school districts and charter schools to fit their needs. It should be used only when restrictions on other components do not allow for their adaptation or modification.
8. **Unspecified Component #2:** This component is currently unspecified by PED and can be used by school districts and charter schools to fit their needs. It should be used only when restrictions on other components do not allow for their adaptation or modification.

o **Health Services.** Activities concerned with medical, dental, and nursing services provided for school district or charter school employees. Included are physical examinations, referrals, and emergency care.

- **Administrative Technology Services.** Activities concerned with supporting the school district's or charter school's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes, except for SB-9 (31700) use function 4000.

## **2600\* OPERATION & MAINTENANCE OF PLANT**      **Costs are lumped together**

Activities concerned with keeping the physical plant open, comfortable and safe for use, including keeping grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools. Use Program 0000 as a placeholder since function 2600 does not require program code. Activities include:

- **Operation of Buildings.** Activities concerned with keeping the physical plant clean and ready for daily use, including operating lighting and HVAC systems and doing minor repairs and the costs of building rental and property insurance.
- **Maintenance of Buildings.** Activities associated with keeping buildings at an acceptable level of efficiency through repairs and preventative maintenance.
- **Care and Upkeep of Grounds.** Activities involved in maintaining and improving the land (but not the buildings). These include snow removal, landscaping, grounds maintenance, and the like.
- **Care and Upkeep of Equipment.** Activities involved in maintaining equipment owned or used by the school district or charter school. They include such activities as servicing and repairing furniture, machines, and movable equipment.
- **Vehicle Operation & Maintenance (Other Than Student Transportation Vehicles).** Activities involved in maintaining general purpose vehicles such as trucks, tractors, graders, and staff vehicles. These include such activities as repairing vehicles; replacing vehicle parts; and cleaning, painting, greasing, fueling, and inspecting vehicles for safety (i.e., preventive maintenance).
- **Security.** Activities concerned with maintaining a secure environment for students and staff, whether they are in transit to or from school, on a campus or administrative facility, or participating in school-sponsored events. These include costs associated with security plan development and implementation, installation of security monitoring devices (e.g., cameras, metal detectors), security personnel (e.g., campus police, security guards), purchase of security vehicles and communication equipment, and related costs. Costs associated with in-service training related to school safety, drug and violence prevention training, and alternative schools should not be charged to this function code.
- **Safety.** Activities concerned with maintaining a safe environment for students and staff, whether they are in transit to or from school, on a campus or administrative facility, or participating in school-sponsored events. These include costs associated with installing and monitoring school fire alarm systems and providing school crossing guards, as well as other costs incurred in an effort to ensure the basic safety of students and staff. Costs associated with in-service training related to school safety, drug and violence prevention training, and alternative schools should not be charged to this function code.

## **2700\* STUDENT TRANSPORTATION**

Activities concerned with conveying students to and from school, as provided by state and federal law. This includes trips between home and school. Use Program 0000 as a placeholder since function 2700 does not require program code. (For trips to and from school activities use Function 1000) Activities include:

- **Vehicle Operation.** Activities involved in operating vehicles for student transportation, from the time the vehicles leave the point of storage until they return to the point of storage, including operation of buses or other student transportation vehicles.

**2680** **Other Operation and Maintenance of Plant.** Operations and maintenance of plant services that cannot be classified elsewhere in the 2600 series would be included under this optional code.

**2700 Student Transportation**

**2710 Vehicle Operation.** Activities that may be included in this optional code involve in operating vehicles for student transportation, from the time the vehicles leave the point of storage until they return to the point of storage. These would include operation of buses or other student transportation vehicles.

**2720 Monitoring Services.** Activities that may be included in this optional code are concerned with supervising students in the process of being transported between home and school and between school and school activities, including supervision that occurs while students are in transit and while they are being loaded and unloaded, as well as directing traffic at the loading stations.

**2730 Vehicle Servicing and Maintenance.** Activities that may be included in this optional code are those involved in maintaining student transportation vehicles, including repairing vehicle parts; replacing vehicle parts; and cleaning, painting, fueling, and inspecting vehicles for safety.

**2790 Other Student Transportation Services.** Student transportation services that cannot be classified elsewhere in the 2700 series may be included in this optional code.

**4000 Capital Outlay**

**4100 Land Acquisition.** Activities concerned with initially acquiring and improving land would be included in this optional code.

**4200 Land Improvement.** Activities concerned with making permanent improvements to land, such as grading, fill, and environmental remediation would be included in this optional code.

**4300 Architecture and Engineering.** This optional code would include the preliminary activities of architects and engineers related to acquiring and improving sites and improving buildings, whether or not these activities resulted in additions to the school district's or charter school's property.

**4400 Educational Specifications Development.** This optional code would include the preliminary activities concerned with preparing and interpreting descriptions of specific space requirements to be accommodated in a building, which would then be interpreted to the architects and engineers in the early stages of blueprint development.

**4500 Building Acquisition and Construction.** Activities concerned with buying or constructing buildings would be included in this optional code.

**4600 Site Improvement.** Activities concerned with making nonpermanent improvements or enhancements to building sites, including fencing, walkways, tunnels, and temporary landscaping would be included in this optional code.

**4700 Building Improvements.** Activities concerned with building additions and with installing or extending service systems and other built-in equipment would be included in this optional code.

**4900 Other Capital Outlay.** Other capital outlay purchases and activities would be included in this optional code.

**Public School Facilities Authority (PSFA)**  
**Funding Definitions**  
**Crosswalk with Public Education Department (PED) Uniform Chart of Accounts (UCOA)**  
**DRAFT 22May2015**

PSFA	PED UCOA				
	Fund	Functions	Function Description	Object Codes	Object Code Description
<b>PLANNING</b>					
Long Term Capital Planning - 5 yrs or greater, all district needs	XXXXX	43XX	Long Term Capital Planning - Add Function Code to chart of accounts	53414	Other Services (Includes facility master plan)
Short or Near Term Capital Planning - less than 5 yrs, preliminary or pre-design project(s)	XXXXX	43XX	Near Term Capital Planning - Add Function Code to chart of accounts. Becomes a <b>REQUIRED</b> NCES reporting code.	53414	Other Services (includes utilization studies; educational specification and feasibility studies)
<b>ACQUISITION (OR PROCURE)</b>					
Land Acquisition - fee simple ownership	XXXXX	4100	Land Acquisition - Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	57111	Land Purchase. Use 57112 for Land Improvements expenses for original improvement or total replacement of surface improvements.
Facility Acquisition - purchased preexisting	XXXXX	4500	Building Acquisition and Construction- Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	57200	Building Purchase
Lease/Purchase or Lease (term 1 yrs or more)	XXXXX	45XX	Lease or Lease Purchase - Add Function Code to chart of accounts. Becomes a <b>REQUIRED</b> NCES reporting code.	54640	Rental - Lease to Purchase
New School (construction) - Support Infrastructure (water, sewer, drainage, gas, electricity, access roads, etc...) <b>on-site</b>	XXXXX	4500	Building Acquisition and Construction- Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	545XX	<b>Construction Services- New School -Support Infrastructure Onsite- add object code</b> to chart of accounts. These assets are part of the construction costs of the new school construction. Therefore, all capitalized construction services for onsite infrastructure should be included as part of the building cost and depreciated over the expected useful life of the building.
New School (construction) - Support Infrastructure (water, sewer, drainage, gas, electricity, access roads, etc...) <b>off-site</b>	XXXXX	4500	Building Acquisition and Construction- Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	545XX	<b>Construction Services- New School -Support Infrastructure Offsite- add object code</b> to chart of accounts. These assets are part of the construction costs of the new school construction. Therefore, all capitalized construction services for onsite infrastructure should be included as part of the building cost and depreciated over the expected useful life of the building.
New School (construction) - Facilities (buildings, grounds, etc...)	XXXXX	4500	Building Acquisition and Construction- Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	54500 57200	54500 -Construction Services- New School -Facilities. These assets are part of the construction costs of the new school construction. Therefore, all capitalized construction services for onsite infrastructure should be included as part of the building cost and depreciated over the expected useful life of the building. 57200 - Building Purchase or Acquisition
Renewed School (renew whole campus-remodel/renovation) Support Infrastructure <b>on-site</b>	XXXXX	4500	Building Acquisition and Construction- Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	545XX	<b>Construction Services- Renewed School -Support Infrastructure Onsite- add object code</b> to chart of accounts. These assets are part of the construction costs of the new school construction. Therefore, all capitalized construction services for onsite infrastructure should be included as part of the building cost and depreciated over the expected useful life of the building.

PSFA	PED UCOA				
	Fund	Functions	Function Description	Object Codes	Object Code Description
Renewed School (renew whole campus-remodel/renoation) Support infrastructure <b>off-site</b>	XXXXX	4500	Building Acquisition and Construction- Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	545XX	<b>Construction Services- Renewed School -Support Infrastructure Offsite- add object code</b> to chart of accounts. These assets are part of the construction costs of the new school construction. Therefore, all capitalized construction services for onsite infrastructure should be included as part of the building cost and depreciated over the expected useful life of the building.
Renewed School - Facilities	XXXXX	4500	Building Acquisition and Construction- Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	545XX	<b>Construction Services- Renewed School -Facilities - add object code.</b> These assets are part of the construction costs of the renewed school construction. Therefore, all capitalized construction services for onsite infrastructure should be included as part of the building cost and depreciated over the expected useful life of the building.
<b>MAINTENANCE</b>					
Minor (Routine) Maintenance	XXXXX	2620	Maintenance of Buildings - Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	54311 54312 54315	Maintenance & Repair - FFE Maintenance & Repair- Buildings & Grounds Maintenance & Repair - Bldgs/Grnds/Equipment(SB9)
Capital Maintenance	XXXXX	2620	Maintenance of Buildings - Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	543XX	<b>Maintenance &amp; Repair - Capital Maintenance - add object code</b> to chart of accounts for capital maintenance definition.
<b>OPERATIONS - SUPPORTING OCCUPANCY NEEDS</b>					
Short Term Leases - Less than 1 yr (Capital Lease requirements apply)	XXXXX	2600	Operation & Maintenance Plant	54610 54620 54630	Rental - Land and Buildings Rental - Equipment and Vehicles Rental - Computer and Related Equipment
Utilities	XXXXX	26XX	<b>Utilities - Add Function Code</b> to chart of accounts. Becomes a <b>REQUIRED</b> NCES reporting code.	54411 54412 54413 54414 54415 54416	Electricity Natural Gas (Buildings) Propane/Butane (Buildings) Other Energy (Buildings) Water/Sewage Communication Services
Custodial (Buildings)	XXXXX	26XX	<b>Custodial Buildings and Grounds - Add Function Code</b> to chart of accounts. Becomes a <b>REQUIRED</b> NCES reporting code.	51100 537XX	51100 for Salaries under job class for custodial (1615) . 537XX <b>Contract Custodial (Buildings) - add object code</b> to chart of accounts for custodial contractual services.
Custodial (Grounds)	XXXXX	2630	Care and Upkeep of Grounds - Existing <b>OPTIONAL</b> NCES function code. Becomes a <b>REQUIRED</b> NCES reporting code.	51100 537XX	51100 for Salaries under job class for custodial (1615) . 537XX <b>Contract Custodial (Buildings) - add object code</b> to chart of accounts for custodial contractual services.
Custodial (Support Services)	XXXXX	26XX	<b>Support Services - Add Function Code</b> to chart of accounts. Becomes a <b>REQUIRED</b> NCES reporting code.	51100 537XX	51100 for Salaries under job class for custodial (1615) . 537XX <b>Contract Custodial (Buildings) - add object code</b> to chart of accounts for custodial contractual services.
Demolition and Disposal	XXXXX	42XX	<b>Demolition and Disposal - Add Function Code</b> to chart of accounts. Becomes a <b>REQUIRED</b> NCES reporting code.	571XX	<b>Land Improvements-Demolition and Disposal - add object code</b> to chart of accounts for demolition and disposal

# Questions or Comments?

For more information, visit:

[www.nmpsfa.org](http://www.nmpsfa.org).

or phone: 505-843-6272

**THANK YOU!**

Partnering with New Mexico's communities to provide quality, sustainable school facilities for our students and educators.

