

Capital Projects Fund Allowable Expenditures by Revenue Source

From the Accounting Manual for Public School Districts (Washington)

Effective Date 9-1-19

Special Levies (page 10-3)

Special levies are restricted to the following: the same purposes that bond proceeds may be used for, as well as major renovations of buildings including the **replacement of facilities and systems where periodic repairs are no longer economical or extend the useful life of the facility or system beyond its original planned useful life**. Also, the renovation and rehabilitation of playfields and athletic fields can be accomplished with Capital Projects Fund special levies. **The purchase of initial equipment, additional major items of equipment and furniture, and the costs associated with implementing technology systems as defined in this section are allowable**. The resolution approved by the voters authorizing the special levy must include the purpose for raising the moneys.

CAPITAL PROJECTS FUND EXPENDITURES (p 10-9)

Record expenditures for the purchase or installation of additional major items for equipment, furniture, and **technology levy expenditures not connected with a construction project**.

Record expenditures for the **purchase or installation of instructional technology in classrooms**. Expenditures to be recorded in this Type Code are **computers and other classroom-based technology such as printers, projectors, document cameras, smart boards, and other peripheral equipment. Software costs that are required for the purchase and installation of new instructional technology may also be charged to this Type Code**. Once instructional technology has been purchased and placed into service within the district, all future related expenditures shall be charged to the General Fund using the appropriate expenditure codes in that fund.

Capital Outlay Expenditures (10-15)

Salaries

The **salaries and other direct expenditures of school district employees who are hired or assigned to the planning or construction management of capital projects, which have been approved as provided above**, are recorded under the Capital Projects Fund...

Renovations

The Capital Projects Fund records **major renovations and replacement of facilities and systems** consisting of roofing, floor covering, exterior walls and windows **or service systems when periodic repairs are no longer economical**. Replacement is the replacement of a unit of equipment or fixture with another unit or fixture that serves the same purpose in the same way and has approximately the same expected lifetime as the replaced unit when installed. Normal repairs should be charged to the General Fund Activity 64 Maintenance.

Initial Equipment

Expenditures for initial equipment or the initial installation of built-in equipment in existing buildings are recorded under the Capital Projects Fund.

Replacement

Expenditures for the **replacement of** a building or for the replacement of facilities and **systems** are recorded under the Capital Projects Fund. Expenditures for the repair of capital assets are recorded under the General Fund Activity 64 Maintenance.

Acquisition or Relocation of Modular (Portable) Buildings

Expenditures for the acquisition or relocation of modular (portable) buildings should be charged to the Capital Projects Fund.

Ineligible Expenditures in the Capital Projects Fund (begins p. 10-18)

Supplies, Instructional Resources, and Noncapitalized Items

Except for office supplies consumed by employees whose time is properly charged to the fund, **all other supplies are not eligible expenditures. Items of a consumable nature** (e.g., workbooks) are not allowable expenditures of the Capital Projects Fund because they are not capital in nature.

Ongoing Technology and Maintenance Expenditures and Transfers

Certain moneys in the Capital Projects Fund may be transferred to the district's General Fund and used for certain, non-capital technology or maintenance and repair costs (RCW 28A.320.330(2)(f)(ii) and (g)). Capital Projects Fund moneys that are used in this manner shall be transferred to the General Fund, where the expenditures are recorded. These non-capital expenditures include:

Ongoing Technology

Costs associated with the application and modernization of technology systems for operations and instruction including, but not limited to, the **ongoing fees for online applications, subscriptions, or software licenses, including upgrades and incidental services, and ongoing training related to the installation and integration of these products and services.**

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<http://www.k12.wa.us/safs/INS/ACC/1920/am.asp>