

NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Accounting and Budgeting System for Nebraska Counties

CHAPTER 2

Asset and Liability Accounts

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NOTE 1: In order to maintain uniformity in the Numerical Codes, please contact the Auditor of Public Accounts office for assignment of new account numbers.

SECTION A ASSETS AND OTHER DEBITS

CODE

DESCRIPTION

ASSETS AND OTHER DEBITS. A balance sheet heading covering not only assets but other accounts which normally have debit balances.

ASSETS-OTHER THAN FIXED

- 101.00 CASH. Cash on deposit with the Treasurer.
- 102.00 PETTY CASH AND REVOLVING FUNDS. Change, petty cash and revolving funds used in the various offices. These funds may only be established as authorized by Statute.
- 103.00 CASH WITH FISCAL AGENT. Deposits with fiscal agents, such as commercial banks, for the payment of bonds and interest.
- 104.00 CASH VENDOR/PAYROLL IMPREST. The County Clerk would debit this account with money received from the County Treasurer for payment of county claims. Credits to this account would be the amount of the checks written for payment of claims.
- 105.00 TAXES RECEIVABLE-CURRENT. The uncollected portion of taxes which a fund has levied and which has become due, but on which no penalty for non-payment attaches.
- 107.00 TAXES RECEIVABLE-DELINQUENT. Taxes remaining unpaid on and after the date on which a penalty for non-payment attaches. The unpaid balances continue to be delinquent taxes until paid, abated, or converted to tax liens.
- 111.00 TAXES LIENS RECEIVABLE. Legal claims against property which have been exercised because of non-payment of delinquent taxes, interest, and penalties.
- 115.00 ACCOUNTS RECEIVABLE. Amounts owing on open accounts from private persons, firms, or corporations for goods and services furnished by governmental unit.
- 131.00 DUE FROM-----FUND. To record amounts owed to a particular fund by another fund in the same governmental unit for goods sold and services rendered. Includes only short-term obligations on open account.
- 133.00 INTERFUND LOANS RECEIVABLE. An asset account used to record temporary loans between funds in the same governmental unit.
- 141.00 INVENTORY OF SUPPLIES. Cost value of supplies on hand. This account will be offset by Account 245, Reserve for Inventory of Supplies.
- 151.00 INVESTMENTS. Securities held for the production of income in the form of interest or dividends.

SECTION A ASSETS AND OTHER DEBITS

CODE

DESCRIPTION

FIXED ASSETS -Fixed Asset Accounts should be maintained to indicate assets allocated to each department.

- 161.00 LAND. Acquisition value of land owned by a governmental unit. If land is purchased, this account includes the purchase price and costs such as legal fees, filling and excavation costs, and the like which are incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects its appraised value at the time of acquisition.
- 162.00 BUILDINGS. Acquisition value of permanent structures used to house persons and property owned by the governmental unit. If buildings are purchased or constructed, this account includes the purchase or contract price of all permanent buildings and fixtures attached to and forming a permanent part of such buildings. If buildings are acquired by gift, the account reflects their appraised value at time of acquisition.
- 162.01 ALLOWANCE FOR DEPRECIATION - BUILDING (CREDIT). The accumulation of periodic credits made to record the expiration in the service life of buildings which is attributable to wear and tear through the use and lapse of time, obsolescence, inadequacy or other physical or functional cause. This account is shown in the balance sheets of ENTERPRISE and INTERNAL SERVICE funds as a deduction from BUILDINGS in order to arrive at the net book value of buildings.
- 163.00 IMPROVEMENTS OTHER THAN BUILDINGS. The acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at time of acquisition.
- 163.01 ALLOWANCE FOR DEPRECIATION - IMPROVEMENTS OTHER THAN BUILDINGS (CREDIT). Used in the same manner as the account ALLOWANCE FOR DEPRECIATION - BUILDING.
- 164.00 EQUIPMENT. Tangible property of a more or less permanent nature, other than land, buildings, or improvements thereto, which is useful in carrying on operations. Examples are machinery, tools, trucks, cars, furniture, and furnishings.
- 164.01 ALLOWANCE FOR DEPRECIATION - EQUIPMENT (CREDIT). Used in the same manner as the account ALLOWANCE FOR DEPRECIATION - BUILDINGS.
- 165.00 CONSTRUCTION WORK IN PROGRESS. The cost of construction work undertaken but not yet completed.
- 171.00 ESTIMATED REVENUES. The amount of revenues estimated per budget to be received during the fiscal period. At the end of such period, the account is closed out and does not appear in a balance sheet prepared as of the close of the fiscal period.

SECTION A ASSETS AND OTHER DEBITS

CODE

DESCRIPTION

FIXED ASSETS, CONTINUED

- 172.00 REVENUES (CREDIT). The increase in ownership equity of a fund during a designated period of time. Appears only in a balance sheet prepared during the fiscal period and is shown as a deduction from account, ESTIMATED REVENUES, to arrive at the amount of estimated revenues remaining to be realized. At the end of the fiscal period, it is closed out and does not appear in a balance sheet prepared as of the close of the fiscal period.
- 181.00 AMOUNT AVAILABLE IN DEBT SERVICE FUNDS - BOND PAYMENT. An account in the general long term debt group which designates the amount of assets available in a Debt Service Fund for the retirement of bonds. (Exclude those revenue bonds that are part of an Enterprise Fund.)
- 182.00 AMOUNT TO BE PROVIDED FOR PAYMENT OF GENERAL OBLIGATION AND REVENUE BONDS. An account in the general long term debt group of account which designates the amount to be provided in future periods from taxes or other general revenue to retire outstanding general obligation serial or revenue bonds. (Exclude revenue bonds which are part of an Enterprise Fund.)
- 185.00 COUNTY CLERK. The County Treasurer would debit this account with the money paid to the County Clerk for payment of county claims. For counties using the vendor/payroll imprest account. This account can also be used for disbursements paid by the County Treasurer.

SECTION B LIABILITIES AND OTHER CREDITS

CODE DESCRIPTION

LIABILITIES AND OTHER CREDITS. A balance sheet heading which covers liabilities as well as other accounts which normally have credit balances.

LIABILITIES - OTHER THAN LONG-TERM

- 201.00 WARRANTS PAYABLE. The amount of operating warrants issued and outstanding. The account will be used only by counties not utilizing the imprest checking account system to pay county claims. The County Clerk would credit the account with the total of the warrants written, and the County Treasurer would debit the account with the amount of warrants paid. The difference between the two accounts would reflect the outstanding warrants.
- 202.00 ACCOUNTS PAYABLE. Liabilities for goods and services evidenced by vouchers which have been preaudited and approved for payment, but which have not been paid.
- 206.00 CONTRACTS PAYABLE. Amount due on contracts for assets, goods, and services received by a governmental unit.
- 206.01 CONTRACTS PAYABLE - RETAINED PERCENTAGE. Liability on account of construction contracts which have been completed but on which part of the liability has not been paid pending final inspection or the lapse of a specific time period or both. The unpaid amount is usually a stated percentage of the contract price.
- 206.02 CONSTRUCTION CONTRACTS PAYABLE. Amount due by a governmental unit on contracts for construction of buildings, structures and other improvements.
- 207.00 DUE TO ----- FUND. Used to indicate amounts owed by a particular fund to another fund in the same governmental unit. These amounts include only short-term obligations on open account.
- 210.00 INTERFUND LOANS PAYABLE. A liability account used to record temporary loans between funds in the same governmental unit.
- 211.00 MATURED BONDS PAYABLE. Bonds which have reached or passed their maturity date, but which remain unpaid.
- 212.00 MATURED INTEREST PAYABLE. Interest on bonds which have reached their maturity date, but which remain unpaid.
- 218.00 PAYROLL TAXES WITHHELD AND ACCRUED. Liability for employee deductions and employer's share of matching benefits other than payroll taxes which have been accrued, but not yet paid.
- 218.01 FEDERAL WITHHOLDING TAX.
- 218.02 STATE WITHHOLDING TAX.

SECTION B **LIABILITIES AND OTHER CREDITS**

| <u>CODE</u> | <u>DESCRIPTION</u> |
|---|---|
| <u>LIABILITIES - OTHER THAN LONG-TERM, CONTINUED</u> | |
| 218.03 | <u>F.I.C.A. WITHHELD AND ACCRUED.</u> |
| 218.04 | <u>RETIREMENT WITHHELD AND ACCRUED.</u> |
| 218.05 | <u>HEALTH, DENTAL, LIFE INSURANCE</u> |
| 218.06 | <u>SAVINGS BOND WITHHELD.</u> |
| 218.07 | <u>DEFERRED COMPENSATION.</u> |
| 218.08 | <u>UNION DUES</u> |
| 218.09 | <u>CREDIT UNION</u> |
| 218.10 | <u>GARNISHMENTS</u> |
| 218.11.1 | <u>PRETAX INSURANCE</u> |
| 218.12 | <u>FLEX PLAN</u> |
| 220.00 | <u>DEPOSITS.</u> Liability for deposits made for any purpose. |

LONG-TERM LIABILITIES

231.00 BONDS PAYABLE. The face value of bonds issued and unpaid.

OTHER CREDITS AND DEBITS

241.00 APPROPRIATIONS. Authorizations granted by the County Board to make expenditures and to incur obligations for specific purposes. This account appears in a balance sheet prepared during the fiscal period. At the end of the fiscal period, account is closed out and does not appear in the balance sheet.

242.00 EXPENDITURES (DEBITS). This account appears in balance sheets prepared during the fiscal period and designates the total of expenditures charged against appropriations during such period. The account is shown in each balance sheet as a deduction from APPROPRIATIONS account, to arrive at the unexpended balance of total appropriations. At the end of the fiscal period, the account is closed out and does not appear in the balance sheet. This account is a summary of subsidiary expenditure accounts.

243.00 ENCUMBRANCES (DEBIT). Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. In an interim balance sheet, encumbrances are deducted along with the expenditures from APPROPRIATIONS, to arrive at the unencumbered balance of appropriations. At the end of the fiscal period the account is closed out and does not appear in the balance sheet.

SECTION B

LIABILITIES AND OTHER CREDITS

CODE

DESCRIPTION

OTHER CREDITS AND DEBITS, CONTINUED

- 244.00 RESERVE FOR ENCUMBRANCES. Segregation of a portion of a fund balance to provide for unliquidated encumbrances.
- 245.00 RESERVE FOR INVENTORY OF SUPPLIES. Segregation of a portion of a fund balance to indicate that assets equal to the amount of the reserves are tied up in inventories and are, therefore not available for appropriation.
- 246.00 RESERVE FOR INTERFUND LOANS. A reserve which represents the segregation of a portion of a fund balance to indicate that assets equal to the amount of the reserve are tied up in a loan to another fund and are therefore, not available for appropriation.
- 248.00 REIMBURSEMENT CONTROL. This account represents the total of all non-revenue receipts. This control account will always be closed to fund balance at the end of each budget period.
- 249.00 RESERVE FOR TAXES RECEIVABLE. Contra account for taxes receivable for counties not on accrual basis.
- 251.00 CONTRIBUTION FROM GOVERNMENTAL UNIT. An equity account in an Enterprise Fund which shows the amount of permanent fund capital contributed to the enterprise by the governmental unit from general government revenues and resources. A similar account may be used in an Internal Service Fund.
- 262.00 COUNTY TREASURER. The County Clerk will credit this account with the money received from the County Treasurer for payment of county claims.
- 271.00 FUND BALANCE. The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues from the period over its liabilities, reserves, and appropriations for the period.
- 271.01 ADJUSTMENTS TO FUND BALANCE - CANCELLED PRIOR YEAR OUTSTANDING WARRANTS.
- 272.00 RETAINED EARNINGS. The accumulated earnings of an Enterprise Fund which have been retained in the fund and which are not reserved for any specific purpose.
- 280.00 INVESTMENT IN GENERAL FIXED ASSETS. An account in the General Fixed Assets Account Group which represents the governmental unit's equity in general fixed assets. The balance of this account is subdivided according to the source of funds which financed the asset acquisition, such as General Fund Revenues, etc.