



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** February 9, 2017

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

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

**SUBJECT: BULLETIN 1022 – CHANGE NOTICE #25**

The purpose of this correspondence is to transmit *Michigan Public School Accounting Manual Change Notice 25*.

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 #25 are to be implemented for fiscal year 2017-18.**

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

Attachment

cc: Michigan Education Alliance

**Change Notice 25**

<b>Section</b>	<b>Sub-Section</b>	<b>Change</b>	<b>Discard Page #</b>	<b>Add Page #</b>
Bulletin 1022 Committee Members	N/A	Updated Members of Michigan Public School Accounting Manual Referent Group	N/A	N/A
Section II	E.10	Added reference to enhancement millages	48	48
Section IV	B.01	Revised budgeting guidance for certain types of local revenue	3	3
Section IV	E.01	Revised budgeting examples for certain types of local revenue	14	14
Section IV	E.02	Revised budgeting examples for certain types of local revenue	16	16
Section IV	E.03	Revised budgeting examples for certain types of local revenue	17	17
Section IV	E.04	Revised budgeting examples for certain types of local revenue	18	18
Section IV	E.11	Revised budgeting examples for certain types of local revenue	25	25
Appendix	Balance Sheet Major Class Codes	Revised definition of Major Class Code 195 to include only deferred outflows	6	6
Appendix	Balance Sheet Major Class Codes	Added Major Class Code 495 – Deferred Inflows	11	11
Appendix	Revenue Major Class Codes	Revised definition of Food Sales Major Class Codes	17	17
Appendix	Revenue Major Class Codes	Added Other Local Revenue heading, revised Other Transactions heading	20-21	20-21
Appendix	Expenditure Function Codes	Revised Allowable Funds of Function 231	28	28
Appendix	Grant Codes	Updated with Current Grants	52-60	52-60