

# Finance Coding for Operations

<i>Equipment:</i> <ul style="list-style-type: none"><li>• <i>Laptops</i></li><li>• <i>Cell Phones</i></li><li>• <i>Docking Stations</i></li></ul>	<p>Unless there is a new grant that is being used to pay for items that will always remain <u>in that program</u>, the coding will remain the same.</p> <p>8220 - 1000 - 1000 - 10 - 10</p> <p>This will keep the cost of CSS equipment as an administrative indirect cost.</p>
<i>Equipment Leasing:</i> <ul style="list-style-type: none"><li>• <i>GreatAmerica</i></li><li>• <i>Arctic Office</i></li></ul>	<p>Each item has a separate equipment ID associated to it. Each item should be charged to the program(s) using it.</p> <p>6750 - GRANT - 1000 - PROG - LOC</p> <p>*see equipment list below</p>
<i>Printed Materials:</i> <ul style="list-style-type: none"><li>• <i>Business Cards</i></li><li>• <i>Photo ID Badges</i></li><li>• <i>Name Plates</i></li></ul>	<p>Printed materials will be charged to the program requesting it.</p> <p>7900 - GRANT - 1000 - PROG - 10</p>
<i>Building:</i> <ul style="list-style-type: none"><li>• <i>Rent</i></li><li>• <i>Utilities</i></li><li>• <i>Landlines</i></li><li>• <i>Insurance</i></li></ul>	<p>A “building” charge should be charged to the location, not the programs within.</p> <p>ITEM-GRANT-1000-PROG-10</p>
<i>External Leases</i> <ul style="list-style-type: none"><li>• <i>Utilities</i></li><li>• <i>Landlines</i></li></ul>	<p>Leased office space (not owned by CSS) should be coded to:</p> <p>ITEM-GRANT-1000-PROG-LOC</p>
<i>Office Supplies</i>	<p>The general pool of supplies will be charged to 6700-1000-1000-10-10.</p> <p>If there is a request for items only for one program, it would be charged to that program.</p>

<i>Recruitment:</i>	Recruitment for employees will be paid for by HR:
	6400-1000-14-10
	Recruitment for volunteers will be paid for by Communications:
	6400-1000-51-10
<i>Training</i>	All trainings for CSS employees will be charged to HR:
	6300-1000-14-10

## Common Codes - Operations

<i>Item ID</i>	<i>Program/Building</i>	<i>Location</i>
6700 - Office Supplies	23 - Debarr	10 - Catholic Social Services
7900 - Program Supplies	27 - Welcome Center	
6730 - Postage	29 - 3710 E 20th Ave	Only in special circumstances, like rent:
6750 - Office Equipment Lease	35 - Clare House	
7150 - Internet	36 - Brother Francis	4302 - Iowa Apt 4302
7155 - Landlines	37 - 3RNC	4303 - Iowa Apt 4303
7156 - Cell Phones (Service)	39 - Complex Care	4304 - Iowa Apt 4304
7400 - Liability Insurance	56 - 56th Avenue	4305 - Iowa Apt 4305
7520 - Vehicle Gas	60 - SSVF (Rent)	924 - 924 Brown St
8020 - Operations Professional Fees	61 - Brown/Iowa St	926 - 926 Brown St
8210 - IT Professional Fees	80 - RAIS (Rent)	944 - 944 Brown St
8220 - IT Equipment Expense		946 - 946 Brown St
8320 - Operations Software Fees		RDEL - Delta Junction
		RMAT - Mat-Su

## Equipment Information - GreatAmerica

Serial ID	Machine ID	Location	Program to Charge
3CE13984	-	Wasilla RAIS	80
3FY02357	1A00476	3RNC	37
3FY01272	-	St. Francis House	65
UMV07295	484	Brother Francis Shelter	36
2AB01157	-	Complex Care	39
2UZ10477	4084	Welcome Center	27
3CE13984	-	Debarr Center	23
3FX02742	1A00612		
XVR03795	1336		
3FY01287	-		
2UA08530	-		
2UA01959	3570		
4GB01436	-		

## Equipment Information - Arctic Office

System #	Serial #	Location	Program(s) to Charge
4939	2AB01157	Complex Care	39
484	UMV07295	Brother Francis Shelter	36
10402	-	Debarr Center	23
886	2UA08530		
3570	2UA01959		

# Common Codes - Facilities

<i>Item ID</i>	<i>Program/Building</i>	<i>Location</i>
7110 - Electric	23 - Debarr	10 - Catholic Social Services
7120 - Gas	27 - Welcome Center	
7130 - Trash	29 - 3710 E 20th Ave	Only in special circumstances, like rent:
7140 - Water & Sewer	35 - Clare House	
7190 - Other Utilities	36 - Brother Francis	4302 - Iowa Apt 4302
7200 - Janitorial	37 - 3RNC	4303 - Iowa Apt 4303
7300 - Facility Repairs	39 - Complex Care	4304 - Iowa Apt 4304
7350 - Grounds Maintenance	56 - 56th Avenue	4305 - Iowa Apt 4305
7510 - Auto Insurance	60 - SSVF (Rent)	924 - 924 Brown St
7530 - Vehicle Repairs	61 - Brown/Iowa St	926 - 926 Brown St
7600 - Equipment Repair & Maintenance	80 - RAIS (Rent)	944 - 944 Brown St
		946 - 946 Brown St
		RDEL - Delta Junction
		RMAT - Mat-Su

# Common Codes - HR

<i>Item ID</i>	<i>Program/Building</i>	<i>Location</i>
6200 - Personnel Development	10 - Administration	10 - Catholic Social Services
6300 - Staff Training	11 - Data	
6400 - Recruiting	12 - Programs	
6450 - Employee Swag	14 - Human Resources	
6600 - Employee Relations	15 - Grants	
6650 - Annual Staff Meeting	16 - Finance	
8100 - Legal Fees	17 - Special Projects (AHRR)	
6100 - Wages	18 - Facilities	
6120 - PTO Accrual	23 - Debarr	
6130 - Taxes	27 - Welcome Center	
6131 - FICA	29 - 3710 E 20th Ave	
6132 - SUTA	35 - Clare House	
6141 - Medical	36 - Brother Francis	
6142 - Dental	37 - 3RNC	
6143 - Vision	39 - Complex Care	
6144 - Life	40 - Medicaid & Behavioral Health	
6145 - LTD	43 - Family Disability Services	
6146 - 403b Contribution	50 - Development	
6147 - Workers Comp	51 - Communications	
6190 - Subcontractor Labor		

8030 - Data Professional Fees	56 - 56th Avenue	
8330 - Data Software Fees	60 - HFS & SSVF	
	61 - Brown/Iowa St	
	65 - St. Francis House	80 - RAIS
	82 - Immigration	
	83 - DPA	
	85 - AOR	
	86 - GNF	
	90 - SFS	

# Grant Changes

<i>Notify</i>	<i>Email</i>	<i>When there is a grant change for</i>
		-
<i>Operations Director</i>	<i>dpatterson@cssalaska.org</i>	<i>Rent</i>
<i>Chief Operating Officer</i>	<i>kisley@cssalaska.org</i>	<i>Utilities</i>
		<i>Vehicles</i>
		<i>Supplies of any sort (office, program, equipment, etc.)</i>
<i>Facilities Director</i>	<i>mcasado@cssalaska.org</i>	<i>Buildings</i>
<i>Chief Operating Officer</i>	<i>kisley@cssalaska.org</i>	<i>Facility Repairs</i>
<i>Facilities Payments</i>	<i>facilitiespayments@cssalaska.org</i>	<i>Grounds Maintenance</i>
<i>HR Director</i>	<i>rsmithson@cssalaska.org</i>	<i>Payroll</i>
<i>Chief Operating Officer</i>	<i>kisley@cssalaska.org</i>	<i>Training</i>
<i>HR Assistant</i>	<i>mpolak@cssalaska.org</i>	<i>Events</i>