

Field Trip Account Coding

Deposits: 10-R-XXX-279-110000-000-XXX-XXX

Admissions: 10-E-XXX-940-110000-000-XXX-XXX

Transportation: 10-E-XXX-341-256770-000-XXX-XXX

****NOTE**** If you currently have money budgeted in your field trip account, we will leave the budgeted dollars in that account if your intention is to use building budget dollars to offset costs of the trip. At the end of the year, if your field trip accounts are in the negative, we will work with you to determine if building budget or Student in Need funds should be used to offset the costs. *Example:*

10-E-110-341-256770-000-000-110 has \$400 budgeted. That money will stay in the account but there will be NO activity within this account. At the end, if the field trip accounts are in negative by \$100, we will move expenses to your building budget to bring the field trip accounts to \$0 in total if that is the budget you would like the funds to come from.

If you have any gifts/donations that go toward the cost of a specific field trip, you will deposit the gift/donation into the field trip account. Example: If PTO donates \$300 toward the cost of admissions for a zoo field trip, you will deposit the PTO donation in the field trip account -- NOT the PTO account.