

## SCHEDULE OF KINDERGARTEN ACCOUNT CODES

### EXPENSE CODES

Kindergarten Administration	
2004	Administration
2005	Cleaning - iPayroll Charges
2006	Cleaning - Monthly Charges
2007	Term Cleans
2008	Cleaning Consumables
2009	Waste Disposal & Hygiene
2010	Power
2012	Gas
2013	Postage
2018	Photocopier/Printer Costs
2020	Rates
2021	Rent
2022	Telecommunications
2023	Food
2024	Childrens Activities
2025	School Supplies Purchases
2026	Fundraising Expenses
2044	Miscellaneous Expenses
2046	Kindergarten Improvements - (<\$2,000)
2048	Kindergarten Equipment - Play - (<\$2,000)
2049	Kindergarten Equipment - Other - (<\$2,000)
2050	Building & Environment Plan Projects - (<\$2,000)
IT Expenses	
2310	IT Consumables & Accessories (<\$500)
2315	Computer Support
2325	Software (<\$500)
2330	IT Costs - Miscellaneous
Property Expenses	
2502	Alarm Monitoring & Security
2504	Building Compliance Costs
2506	Air Conditioning
2508	Pest Services
2511	Grounds Maintenance - Lawncare & Trees
2512	Grounds Maintenance - Gates & Fencing
2521	Maintenance - Electrical
2522	Maintenance - Plumbing
2523	Maintenance - Glazing
2524	Maintenance - Doors
2525	Maintenance - Other
2527	Maintenance - Roofing
2530	Outdoor Equipment Maintenance
2542	Painting

### DEPARTMENT CODES

20	Grants
30	WRFKA (Association) Funded
40	Fundraising
50	Equity Funding
60	Kindergarten Funded
70	WRFKA Head Office

### INCOME CODES

1022	Equity Funding
1030	Operating Allocation
1050	Donations
1070	Fundraising
1075	Grant Income
1110	Miscellaneous Income
1140	Venue Hire

### PM3/4 AND ASSET PURCHASES (>\$2,000)\*

5810	Building & Environment Plan Projects
5815	Other Approved Projects
9996	Equipment (e.g. computers/whiteware)

*\*This expenditure should not be incurred until an approved PM3/4 has been received by the kindergarten.*

*If you have any questions about Department or Account codes please contact Brendon Fyfe-Gits (021 273 2742) or Sandra Beddow (04 232 1745) at the WRFKA Head Office.*

*Alternatively you can email [accounts@wn-kindergarten.org.nz](mailto:accounts@wn-kindergarten.org.nz).*

*A current list of Account codes can also be found on the WRFKA website [www.wn-kindergarten.org.nz](http://www.wn-kindergarten.org.nz)*

Current at 27 May 2011