## MUNICIPAL ACCOUNTING SERVICES (MAS), CYBERSECURITY AND

## TECHNICIAL ASSISTANCE PROGRAM

## USER GUIDE FOR UNIFORM CHART OF ACCOUNTS

The purpose of this document is to provide tips on how to properly apply the uniform chart of accounts to client accounting systems. Definitions for uncommon or alternately used terms may also be provided. The goal of this uniform chart is to organize client accounts in a way that is consistent across all of the clients’ financial records and allow for efficient interim reporting and year-end GASB compliant financial statements.

**Chart Guidelines**

1. **File Location**. Always use the most recent version of the Uniform Chart of Accounts. The most up-to-date version of the file is titled **MAS Uniform Chart of Accounts (Final)** and saved under Everyone>ARP>NCLM-65>Policies>MAS Uniform Chart of Accounts. Edits to the chart should be made directly to this file and an additional copy saved by date of revision to show progression.
2. **Account Structure**. The Uniform Chart of Accounts was created to standardize the accounting structure of MAS clients using a 9-digit account structure consisting of three parts:

* Fund Code: 1st two digits of account number (xx-0000-000)
* Account Code: Middle 4 digits of account number (00-xxxx-000)
* Object Code: Last 3 digits of account number (00-0000-xxx)

1. **Account Types**. The Uniform Chart of Accounts utilizes 5 different account types:

* Assets – Identified by Account code (1xxx)
* Liabilities - Identified by Account code (2xxx)
* Equity – Identified by Account code (3xxx)
* Revenues – Identified by Account code (4xxx)
* Expenditures - Identified by Object code (xxx). All non-expenditure accounts have object code (000). Salary and Benefits Expenditures use Object Code ranges 41x and 42x. Transfers between funds use Object codes in the 7xx range. All other expenditures use Object codes in the 5xx range. Account codes for Expenditures allocate each expenditure by function or department. (xxxx).

1. **Permanent Accounts**. Permanent Accounts are inflexible chart accounts presented and applied identically across MAS clients. They consist of commonly used accounts with Audit or Best Practice significance, such as Central Depository Cash (1010), Unassigned Fund Balance (3500) or Current Year Ad Valorem Tax Revenue (4111). When mapping these accounts, both the name and number applied in the client chart should match the account number and label on the MAS chart.
2. **Ranges**. The MAS Uniform Chart provides flexibility in application by providing account ranges. Ranges can be identified by the presence of “x” in account numbers on the chart (i.e 102x). When a range is present for an account type (and not specified elsewhere in this guide), the mapping team for a client may assign a local account (specific to the client) within that range and the label of their choice:

* Town A has a second cash account within the general fund that won’t be combined into a Central Depository. The town uses this 2nd account to hold and manage funds for a local Tourism Authority. The MAS provides a range of **1020-1049** for **Other Cash Accounts**. The NCLM mapping team for this client could assign a local account number within this range for client use, such as **1021**. The Label for this account could be assigned at the mapping teams’ discretion, so long as it adequately describes how the account will be used. One such label could be **Cash – Tourism Authority.**
* Alternatively, Town A might currently have this account labeled as **Tourism Funds** under account number **1040**. Since a range has been provided in the MAS chart, the mapping team may elect to transfer the account number and label as-is to allow for continuity.

It should be noted that despite the flexibility that ranges allow for labelling accounts, this flexibility should be applied within reason. Account labels should still provide sufficient detail to explain use. In our previous example with Town A, an unspecific label like “**Cash**” would not be an appropriate label for a local account, as it does not distinguish the difference between the current account being labelled and any other cash accounts. Additionally, temporary accounts ending in “0” are reserved as section headers and are not to be assigned to client accounts. Any questions about the application of account ranges should be directed to the current MAS Chart Manager or relevant Accounting Supervisor.

1. **Funds**. The MAS Chart of Accounts organizes funds by fund type. Contrary to general account assignment, fund assignments can use fund codes ending in “0”.
2. **Departments**. The MAS chart of accounts uses department or function distinctions to organize expenditures. Due to the standardization of expenditure codes into a select number of objects, departments may be assigned to a client despite a lack of personnel for clarification. For example, Code Enforcement is a common expenditure account that consists of expenditures best described within the MAS chart as **Contractual Services.** In order to distinguish the contractual services related to code enforcement, these expenditures may be housed in a **Code Enforcement Department (5620)** for a client, even if there are no code enforcement personnel on staff. Also, there will be other business processes in the software system that can assist in clients’ management of contractual services type activities. For example, they can use purchase orders, contracts, or vendor reports to manage contracts instead of using the chart of accounts as they may have done in the past.
3. **Due To/From Accounts**. These accounts have both asset and liability sections to report interfund obligations (16xx/26xx). Contrary to other account types, these account ranges have a specific application. The last two digits of these accounts reflect the fund associated with the obligation. For example, the **Due from General Fund** account will always be **1610**, as the General Fund always has a fund code of **10**.
4. **Reserve Accounts**. Some accounts within the chart have been reserved for future use. Reserve accounts are placeholders and shouldn’t be used for client mapping unless authorized by the MAS Chart Manager or the Deputy Director of MAS.

**FAQs**

1. **Placeholder**. This section will be used to report more specific questions about chart application that aren’t covered within the General Guidelines.

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