



PUBLIC LIBRARIES

Understanding The Budgetary Accounting and Reporting System (BARS)

Presented by: Dept. of Administration
Local Government Services

Created 2012 by DOA

Title 7-Local Government

Chapter 6-Financial Administration &

Taxation

Part 6-Local Government Accounting

7-6-611, MCA Role of Department of Administration

The department of administration shall prescribe for
all local governments:

- general methods and details of accounting in accordance with generally accepted accounting principles (GAAP).
- uniform internal and interim reporting systems as part of the uniform reporting systems.

BARS = CHART OF ACCOUNTS

The Chart of Accounts is the framework around which any accounting system is developed. The test of adequacy of a Chart of Accounts must be to provide the information needed for administrative and reporting purposes.

The BARS Chart of Accounts

- is the public libraries master classification of balance sheet, revenue and expenditure accounts
- meets the public libraries particular budgetary, accounting and financial reporting needs
- designed to meet uniform reporting requirements
- allows flexibility

BARS BALANCE SHEET ACCOUNTS

The BARS Chart of Accounts for balance sheet presentation is based on two principal groups;

- 1) assets and other debits; and
- 2) liabilities, equity, and other credits.

Within these two groups, assets and liabilities are further defined into other logical categories depending upon the nature of the particular asset or liability.

Each asset, liability, and equity (fund balance) account consists of 6 digits.

BARS BALANCE SHEET
ASSET & OTHER DEBIT ACCOUNTS

If the first digit of an account number is '1' = asset or other debit account.

If the first digit of an account number is '2' = liability, other credit, or equity (fund balance) account.

If the first digit of an account number is '3' = revenue or other financing source account.

If the first digit of an account number is '4' or '5' = expenditure or other financing use account.

BARS BALANCE SHEET
ASSET & OTHER DEBIT ACCOUNTS

Principal groups of asset and other debit account numbers and definitions;

100000	<u>Cash/Investments</u>
110000	<u>Taxes/Assessments Receivable</u>
120000	<u>Other Receivables</u>
130000	<u>Due From/Advance To</u>
140000	<u>Prepaid Expenses</u>
150000	<u>Inventories</u>
160000	<u>Restricted Assets</u>
170000	<u>Other Debits</u>

BARS BALANCE SHEET
ASSET ACCOUNTS

Sub-categories of principal groups of asset account numbers and definitions;

100000 CASH/INVESTMENTS (Principal Group)

- 101000** Cash/Cash Equivalents - Unrestricted (operating)
- 101100** Investments - Unrestricted
- 102000** Cash/Cash Equivalents - Restricted
- 103000** Petty Cash

BARS BALANCE SHEET
ASSET ACCOUNTS

Sub-categories of principal groups of asset account numbers and definitions;

110000 TAXES RECEIVABLE (Principal Group)

- 111000** Taxes Receivable Mobile Homes
- 113000** Taxes Receivable Real
- 115000** Taxes Receivable Personal
- 116000** Protested Taxes Receivable

BARS BALANCE SHEET
ASSET ACCOUNTS

Sub-categories of principal groups of asset account numbers and definitions;

120000 OTHER RECEIVABLES (Principal Group)

- 122000** Accounts Receivable
- 123000** Open
- 124000** Employee Advances Receivable
- 125000** Notes/Loans Receivable

BARS BALANCE SHEET
LIABILITY, EQUITY, & OTHER CREDIT ACCOUNTS

Principal groups of liability, equity (fund balance), and other credit account numbers and definitions;

200000 Short-Term Payable

210000 Other Short-Term Liabilities

220000 Deferred Credits

230000 Long-Term Liabilities

240000 Other Credits

250000 to 280000 Fund Balance/Net Assets

BARS BALANCE SHEET
LIABILITY ACCOUNTS

Sub-categories of principal groups of liability account numbers and definitions

200000 SHORT-TERM PAYABLES (Principal Group)

201100 Warrants Payable

202100 Accounts Payable

206100 Accrued Payables

206110 Accrued Interest Payable

206120 Accrued Salaries/Wages Payable

BARS BALANCE SHEET
LIABILITY ACCOUNTS

Sub-categories of principal groups of liability account numbers and definitions;

210000 OTHER SHORT-TERM LIABILITIES (Principal Group)

211000 Interfund Payable

212000 Due to Government

214000 Deposits Payable

BARS BALANCE SHEET
LIABILITY ACCOUNTS

Sub-categories of principal groups of liability, equity (fund balance), and other credit account numbers and definitions;

220000 DEFERRED CREDITS (Principal Group)

222000 Revenues Collected in Advance

223000 Deferred Revenue

223800 Deferred Revenue - Other

XYZ PUBLIC LIBRARY Balance Sheet January 2010		
Acct. #	Description	Current Year
ASSETS		
101000	CASH	9,378.46
	Sub-Total ----->	9,378.46
113000	TAXES RECEIVABLE REAL 00	25,820.88
115000	TAXES RECEIVABLE PERS 00	95.59
116000	PROT TAXES REC REAL 00	306.08
	Sub-Total ----->	26,222.55
TOTAL ASSETS		35,601.01
LIABILITIES AND FUND EQUITY		
LIABILITIES		
211200	INTERFUND PAYABLE	1,855.28
	Sub-Total ----->	1,855.28
223100	DEFERRED REV - REAL PPTY	25,820.88
223200	DEFERRED REV - PERS PPTY	95.59
223400	DEF REV - REAL PROTESTED	306.08
	Sub-Total ----->	26,222.55
TOTAL LIABILITIES ----->		28,077.83
FUND EQUITY		
271000	FUND BALANCE	7,523.18
	Sub-Total ----->	7,523.18
TOTAL LIABILITIES AND FUND BALANCE		35,601.01

BARS REVENUE ACCOUNTS

Major sources of revenue and other financing sources account numbers and definitions;

310000 Taxes/Assessments

320000 Licenses & Permits

330000 Intergovernmental Revenues

340000 Charges for Services

350000 Fines & Forfeitures

360000 Miscellaneous Revenues

370000 Investments & Royalty Earnings

380000 Other Financing Sources

390000 Internal Services

BARS REVENUE ACCOUNTS

Sub-sources of major source of revenue and other financing sources account numbers and definitions;

330000 Intergovernmental Revenues (Major Source)
 331000 Federal Grants
 331180 Library Literacy Grant

332000 Federal Shared Revenues

334000 State Grants
 334100 Library

335000 State Shared Revenues

BARS REVENUE ACCOUNTS

Sub-sources of major source of revenue and other financing sources account numbers and definitions;

340000 Charge for Services (Major Source)
 346000 Culture and Recreation
 346070 Library Collections

BARS REVENUE ACCOUNTS

Sub-sources of major source of revenue and other financing sources account numbers and definitions;

360000 Miscellaneous Revenues (Major Source)
 361000 Rents/Leases

362000 Other Miscellaneous Revenue

365000 Contributions and Donations
 365010 Private gifts and bequests
 365020 Private grants

367000 Sale of Junk or Salvage

BARS REVENUE ACCOUNTS

Sub-sources of major source of revenue and other financing sources account numbers and definitions;

- 380000 Other Financing Sources (Major Source)
 - 381000 Proceeds of General Long-Term Debt
 - 382000 Proceeds of General Capital Asset Disposition
 - 382010 Sale of Capital Assets
 - 383000 Interfund Operating Transfer In
- 384000 Other Financing Sources – Special Items
- 385000 Other Financing Sources – Extraordinary Items

ILLUSTRATION OF FUND & REVENUE ACCOUNT NUMBERS

PROGRAM	JOB	FUND CODE	ORGANIZATION CODE(DEPT)	MAJOR SOURCE	SUB-SOURCE	DETAIL
X	XXX	XXXX	XXX	XX	X	XXX
OPTIONAL		BARS	OPTIONAL	-----BARS-----		

PROGRAM	JOB	FUND CODE	ORGANIZATION CODE(DEPT)	MAJOR SOURCE	SUB-SOURCE	DETAIL
		2220		33	1	180
Internally Assigned		LIBRARY FUND	Internally Assigned	Intergovernmental Revenue	Federal Grant	Library Literacy Grant

FUND CODE	REVENUE ACCOUNT #
2220	331180
Library Fund	As it would appear on financial reports

BARS EXPENDITURE AND OTHER FINANCING USES ACCOUNTS

Major Functions of expenditure and other financing uses account numbers and definitions;

- 410000 General Government
- 420000 Public Safety
- 430000 Public Works
- 440000 Public Health
- 450000 Social and Economic Services
- 460000 Culture and Recreation = Public Library
- 470000 Housing and Community Development
- 480000 Conservation of Natural Resources
- 490000 Debt Service
- 500000 Internal Services
- 510000 Miscellaneous
- 520000 Other Financing Uses

BARS EXPENDITURE AND OTHER FINANCING USES ACCOUNTS

Activity & sub-activity of major function of expenditure and other financing uses account numbers and definitions;

- 460000 Culture and Recreation (Major Function)
 - 460100 Library Services
 - 460110 Administration
 - 460120 Facilities
 - 460125 Training
 - 460130 Circulation
 - 460140 Reference
 - 460150 Technical Services
 - 460160 Children's Services
 - 460170 Special Collections
 - 460180 Extension
 - 460190 Branch Libraries

BARS EXPENDITURE AND OTHER FINANCING USES ACCOUNTS

Sub-activity of major function of expenditure and other financing uses account numbers and definitions;

- 490000 Debt Service (Major Function)
- 510000 Miscellaneous (Major Function)
- 520000 Other Financing Uses (Major Function)
 - 521000 Interfund Operating Transfers Out
 - 524000 Other Financing Uses – Special Items
 - 525000 Other Financing Uses – Extraordinary Items

BARS EXPENDITURE AND OTHER FINANCING USES ACCOUNTS

All expenditures account numbers contain 6 digits + a 3 digit **OBJECT CODE**.

The object code further defines the nature of the expenditure.

- 100 Personal Services (Payroll related)
- 200 Supplies
- 300 Purchased Services
- 400 Building Materials
- 500 Fixed Charges
- 600 Debt Service
- 700 Grants, Contributions, Indemnities & Other
- 800 Other Objects
- 900 Capital Outlay

ILLUSTRATION OF FUND, EXPENDITURE & OBJECT CODE ACCOUNT NUMBERS

Program	Job	Fund Code	Organization Code (Dept.)	Function	Activity	Sub-Activity	Major Object	Sub-Object	Detail
X	XXX	XXXX	XXX	XX	XX	XX	X	X	X
OPTIONAL			BARS	OPTIONAL-----BARS-----					

Program	Job	Fund Code	Organization Code (Dept.)	Function	Activity	Sub-Activity	Major Object	Sub-Object & Detail
		2220		46	01	10	1	10
INTERNALLY ASSIGNED	Library Fund	INTERNALLY ASSIGNED	Culture & Recreation	Library Services	Admin	Personal Services	Salaries & Wages	

FUND CODE	EXPENDITURE ACCOUNT # & OBJECT CODE
2220	460110-110
Library Fund	Entered into accounting system

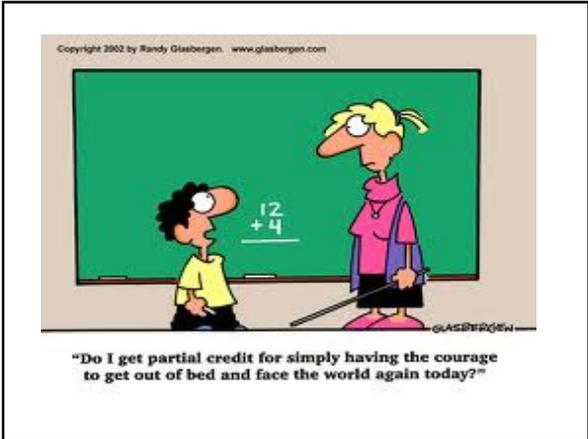
Statement of Revenues, Expenditures, and Changes in Fund Balance
Year to Date as of January 2010

Account	Actual	Budget		Variance Favorable (Unfavorable)
		After Transfers	Favorable (Unfavorable)	
REVENUE				
TAXES				
311010 REAL PROPERTY TAXES	10,177.73	35,763.00	(25,585.27)	
311021 MOBILE HOME TAXES	196.93	190.00	6.93	
311022 PERSONAL PROPERTY TAXES	263.07	260.00	3.07	
311030 AD VALOREM TAXES	0.00	120.00	(120.00)	
312000 FEES & INT DELINQUENT TAXES	91.65	159.00	(67.35)	
Total TAXES	10,669.38	36,492.00	(25,802.62)	
INTERGOVERNMENTAL REVENUE				
335230 STATE ENTITLEMENT SHARE	1,917.08	3,828.00	(1,910.92)	
Total INTERGOVERNMENTAL REVENUE	1,917.08	3,828.00	(1,910.92)	
TOTAL REVENUES	12,606.46	40,320.00	(27,713.54)	
EXPENDITURES				
CULTURE & RECREATION				
460100 LIBRARIES	3,228.00	40,320.00	37,092.00	
Total CULTURE & RECREATION	3,228.00	40,320.00	37,092.00	
TOTAL EXPENDITURES	3,228.00	40,320.00	37,092.00	
EXCESS REVENUES OVER (UNDER) EXPENDITURES	9,378.46	0.00	0.00	
200-800 Supplies, service, materials				
Excess Revenues and other sources over (under) expenditures and other uses	9,378.46	0.00	9,378.46	
FUND EQUITY, July 1, 2009	(1,655.28)			
RESTATEMENTS/PRIOR PERIOD ADJUSTMENTS	0.00		0.00	
FUND EQUITY, July 1, 2009 as Restated	(1,655.28)			
FUND EQUITY JUNE 30, 2010	7,523.18			

BARS CHART OF ACCOUNTS

Primary benefits of requiring the use of a **standard Chart of Accounts**

- assures all public libraries in the State **record** comparable transactions on a uniform basis.
- provides consistency when **reporting** the financial information of public libraries.
- provides consistency when **comparing** and/or **consolidating** the financial information of all public **libraries**.



Local Government Services Bureau

Did you know that the Local Government Services Bureau of the Department of Administration has staff to assist local governments? We would be happy to assist with accounting and compliance issues.

**Website: <http://doa.mt.gov/lgsb/>
 MT Department of Administration
 Local Government Services Bureau
 301 S Park Ave Room 340,
 PO Box 200547 Helena, MT 59620**

Counties by Area

<p>Jamie Cain Area 1 – Helena Phone: 841-2902 Jcain@mt.gov</p> <p>Area 1 – Helena Anaconda-Deer Lodge Beaverhead Blaine Broadwater Butte-Silver Bow Cascade Chouteau Gallatin Granite Hill Jefferson Lewis & Clark Madison Meagher Powell Teton</p>	<p>Darla Erickson Area 2 – Billings Phone: 371-5627 derickson@mt.gov</p> <p>Area 2 – Billings Big Horn Carbon Fergus Golden Valley Musselshell Park Petroleum Rosebud Stillwater Sweet Grass Treasure Wheatland Yellowstone</p>
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Counties by Area (cont.)

Tod Kasten
Area 3 – Circle
Phone: 974-3377
TKasten@mt.gov

Magda Nelson
Area 4 – Kalispell
Phone: 257-5245
mmnelson@bresnan.net

Area 3 – Miles City

Carter
Custer
Daniels
Dawson
Fallon
McCone
Phillips
Powder River
Prairie
Richland
Roosevelt
Sheridan
Valley
Wibaux

Area 4 – Kalispell

Flathead
Glacier
Lake
Liberty
Lincoln
Mineral
Missoula
Pondera
Ravalli
Sanders
Toole

Questions?