



Understanding The Budgetary Accounting and Reporting System (BARS)

PUBLIC LIBRARIES

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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

'2' = liability, other credit, or equity (fund balance) account

'3' = revenue or other financing source account

'4' = expenditure account

'5' = other financing use account

BARS BALANCE SHEET

ASSET & OTHER DEBIT ACCOUNTS

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

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

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;

370000 Investment and Royalty Earnings (Major Source)

371000 Investment Earnings

371010 Investment Earnings

371020 Gain (Loss) in Fair Value of
Investments

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	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 After Transfers	Variance 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 ADVALOREM TAXES	0.00	120.00	(120.00)
312000 PEN & INT DELINQENT TAXES	51.65	159.00	(107.35)
Total TAXES	10,689.38	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	3,228.00	40,320.00	37,092.00
Excess Revenues and other sources over (under) expenditures and other uses	9,378.46	0.00	9,378.46
FUND EQUITY, July 1, 2009	(1,855.28)		
RESTATEMENTS/PRIOR PERIOD ADJUSTMENTS	0.00	0.00	0.00
FUND EQUITY, July 1, 2009 as Restated	(1,855.28)		
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 Depart of Administration
Local Government Services Bureau
301 S Park Ave Room 340,
PO Box 200547 Helena, MT 59620**

COUNTIES BY AREA

Miles Benton
Helena
Phone: 841-2902
Mbenton@mt.gov

Area 1 – Helena

Anaconda-Deer Lodge
Beaverhead
Blaine
Broadwater
Butte-Silver Bow
Cascade
Chouteau
Gallatin
Granite
Hill
Jefferson
Lewis & Clark
Madison
Meagher
Powell
Teton

Darla Erickson
Billings
Phone: 371-5627
Derickson@mt.gov

Area 2 – Billings

Big Horn
Carbon
Fergus
Golden Valley
Musselshell
Park
Petroleum
Rosebud
Stillwater
Sweet Grass
Treasure
Wheatland
Yellowstone

COUNTIES BY AREA (CONT.)

**Tod Kasten
Circle**

Phone: 974-3377

TKasten@mt.gov

Area 3 – Miles City

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

**Magda Nelson
Kalispell**

Phone: 257-5245

mmnelson@bresnan.net

Area 4 – Kalispell

**Flathead
Glacier
Lake
Liberty
Lincoln
Mineral
Missoula
Pondera
Ravalli
Sanders
Toole**

QUESTIONS?

