


# GL Coding Training



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## What is a Fund?

- A fund is a self balancing unit; such as a chapter, a council, or a club.
- The fund is made up of a restriction, chapter, and unit numbers.

- 1 – Unrestricted
- 2 – Temporarily Restricted
- 3 – Permanently Restricted



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## Fund Layout

Restriction + Chapter + Unit

Unrestricted Georgia Chapter 124  
1124001

Temporary Georgia 124 Peach state Council 34  
2124034



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## Income & Expense (I&E)



- Used to track functional types of income and expense sources.
- Increased to 5 digits
  - 40000 – Income
  - 49000 – Sales Income
  - 55000 – Sales Expense
  - 60000 - Expenses

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## I & E Layout



- |                 |         |
|-----------------|---------|
| 60023 – Expense | Lodging |
| 40023 – Income  |         |
| 60022 – Expense | Meals   |
| 40022 – Income  |         |
| 60017 – Expense | Travel  |
| 40017 - Income  |         |

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## Project ID Codes



- Acronym or short description used to assign I&E to specific projects or events.
- Has reporting per project or event
- Has budgeting capabilities

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## Project ID Examples



- hab – Hug A Bears
- putr – Power Up to Read
- vendor – Vendor Sales
- dp – The Dictionary Project
- dr – Disaster Relief

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## Coding - Old



Expenses for Hug A Bears:

- Stuffing & Fabric (\$20.00)
  - 6053 – Health & Human Services
- Parking @ volunteer workshop (\$5.00)
  - 6053 – Health & Human Services
- Shipping for bears (\$10)
  - 6053 – Health & Human Services

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## Coding - New



Expenses for Hug A Bears:

Project ID: hab

- Stuffing & Fabric (\$20.00)
  - 60095 (materials)
- Parking @ volunteer workshop (\$5.00)
  - 60096 (parking)
- Shipping for bears (\$10)
  - 60070 (postage & shipping)

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## Meeting



- Project Id
  - **Unit** – Unit Mtg.
  - **Key** – Key Operating Committee Mtg.
  - **Board** – Board Mtg.
  - **Train** - Training
- Account Code
  - 40022/60022 - Meals
  - 60046 - Communications
  - 60069 - Mileage
  - 60074 - Supplies
  - 60095 - Materials
  - 60096 - Parking

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## Office Supplies



- Project Id
  - **Admin** - Administrative
- Example
  - Paper, Ink, Pens, Pencils, Envelopes, Postage, etc.
- Account Code
  - 60070 – Postage & Shipping
  - 60074 - Supplies

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## Luncheon



- Project ID
  - **Lunch** - Luncheons
- Account Code
  - 40017/60017 - Travel
  - 40018/60018 - Rentals
  - 40022/60022 – Meals
  - 60028 – Entertainment
  - 60069 - Mileage
  - 60074 - Supplies



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## Annual Meeting



- Project Id
  - **Am** – Annual Meeting
- Account Code
  - 60017 - Travel
  - 60018 - Rentals
  - 60019 - Registration
  - 60022 - Meals
  - 60023 - Lodging
  - 60069 - Mileage
  - 60096 - Parking

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## Membership Dues



- Project Id
  - **Md** – Membership Drive/Dues
- Account Code
  - 40040 – Membership Dues
- This account code is a debit and credit account code at the chapter level.

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## Cookbooks



- Project Id
  - **Cookbf** – Cookbook Sales
- Account Code
  - 49001/55001 – Sales of Donated Items
  - 49002 – Taxable Fundraising Sales
  - 49003 – Non-Taxable Fundraising Sales
  - 55023 – Fundraising Purchases for Resale
  - 49006/55006 – Inventory Shipping & Misc.



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## Golf Tournament



- Project Id
  - **Golf** – Golf Tournaments



- Account Code
  - 40019/60019 - Registration
  - 40025 - Fundraising
  - 40028/60028 - Entertainment
  - 60018 - Rentals
  - 40022/60022 – Meals
  - 60074 - Supplies
  - 60097 – Prizes/Winings

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## Vendor Sales



- Project Id
  - **Vendor** – Vendor Sales

- Account Code
  - 40025 - Fundraising

- Examples
  - Cutlery Sales
  - Jewelry Sales
  - Perfume Sales

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## Disaster Relief



- Project Id
  - **Dr** – Disaster Relief

- Account Code
  - 40029 - Contributions
  - 60064 – Disaster Relief Donation

- Examples
  - Tornado
  - Earthquake
  - Hurricane

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## Memorial



- Project Id
  - **Memorl** – Memorials
- Example
  - Donation in memory of a deceased individual
- Account Code
  - 40029 - Contributions
  - 60065 – Memorials Donation

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## Donation



- Project Id
  - **Grant** – Grants
  - **Child** – General Children’s Project
  - **Fd** – Food Drive
  - **Vip** – Visually impaired Project
  - **Litacp** – Literacy/Academic/Library Project
- Account Code
  - 40029 - Contributions
  - 60066 – Special Causes Donation

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## Scholarships



- Project Id
  - **Sch** - Scholarships
- Account Code
  - 60092 - Scholarship



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## Fundraising Sales



- Project Id
  - **Cnf** – Candy/Nut Fund.
  - **Msf** – Merchandise Fund.
  - **Mtf** – Movie Ticket Fund.
  - **Cookbf** – Cookbook Fund.
  - **Sef** – Sporting Event Fund.
- Account Code
  - 49001/55001 – Sales of Donated Items
  - 49002 – Taxable Fundraising Sales
  - 49003 – Non-Taxable Fundraising Sales
  - 49006/55006 – Inventory Shipping & Misc.
  - 55023 – Fundraising Purchases for Resale

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## Store Sales



- Project Id
  - **Store** – Pioneer Store
- Examples
  - Apparel/Merchandise
  - Candy/Nuts
  - Cookbooks
- Account Code
  - 49001/55001 – Sales of Donated items
  - 49004 – Non-Taxable Store Sales
  - 49005 – Taxable Store Sales
  - 49006/55006 – Inventory Shipping & Misc.
  - 55045 – Store Cost of Goods

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## Park Clean up



- Project Id
  - **Parks** – Parks & Rec.
  - **Clean** – Enviro Clean up
  - **Green** – Enviro/Green Project
- Account Code
  - 60017 – Travel
  - 60023 - Lodging
  - 40022/60022 - Meals
  - 60074 - Supplies
  - 60095 - Materials




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## School Supplies/Equipment



- Project ID
  - **Ssp** – School Supplies Project
  - **Sep** – School Equipment Project
- Account Code
  - 60066 – Special Causes Donation
  - 60095 - Materials
- Examples
  - Pens, Pencils, Rulers, backpacks, Markers, Crayons, etc.

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## Holiday Projects



- Project ID
  - **Holiday** – Holiday Projects
- Account Code
  - 40022/60022 - Meals
  - 60069 - Mileage
  - 60074 - Supplies
  - 60095 - Materials
  - 60096 - Parking
- Examples
  - Valentines Day Dance
  - Mothers/Fathers Day Projects
  - Stocking Projects
  - Arbor Day Projects

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## Hug A Bear/Heart Pillows



- Project Id
  - **Hab** – Hug A Bear
  - **Hp** – Heart Pillows
- Account Code
  - 60022 - Meals
  - 60069 – Mileage
  - 60070 - Postage
  - 60074 - Supplies
  - 60095 - Materials
  - 60096 - Parking



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## Military



- Project ID
  - **Military** – Military Projects
  - **Vet** – Veterans Projects
- Examples
  - Military Boxes
  - Honor Flight
  - Socks for Soldiers
- Account Code
  - 60022 - Meals
  - 60066 – Special Causes Donation
  - 60070 - Postage
  - 60074 - Supplies
  - 60095 - Materials

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## Beep Ball



- Project ID
  - **Beep** – Beep Baseball/Eggs
- Account Code
  - 60066 – Special Causes Donation
  - 60074 - Supplies
  - 60095 - Materials

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