Financial Documents Explanation:

Expenses are categorized using the district system (slightly modified) with a budget string that consists of the following:

XX – XXX – XX - XXXXXX – XXXXX (2 – 3- - 2- -6 – 5)
- The first two digits are always 46 – this identifies it being the Measure T Bond monies.

- The next three are the Series/Phase. 001, 002, or 003. This identifies both the series of the bond sale, A, B, C and the phase of the projects I, II, III. The database requires numerals so 1, 2, and 3 are used.

- The next two digits are the location of the project. 00 =main campus, 02 = Alisal campus, 03 not used, 04 = Soledad, 05 =Castroville

- The six digits are the project id. (see attached chart of accounts)

- The five digits are the object code and identify the type of expense.

The string looks like this:
46-001-00-880200-56218 which would be interpreted as:
Fund 46 Measure T Bond, first phase and series A of bond sale, on the main campus for the nursing project for Fixtures, Furniture and Equipment.

Most documents you will see will use the 6 and 5 digit portions of the budget string. (Project and object or expense type in the reports/documents).

Doc Title: **Fund 46 Expenses Budget to Actual as of 12-31-22 (date created 1-10-23)**
This document will reflect the budget(s) for the project for the current fiscal year and the actual expenses up to the latest complete month. (i.e. 12-31-22 last complete month – report created on 1-10-23)

Doc Title: **Fund 46 expenses since inception through 12-31-22 (date created 1-20-23)**
This document again uses the Project code and the object codes, but it identifies the expenses to each fiscal year for a project.

Doc Title: **Measure T Summary Update**
This document is created monthly for presentation to the board. It provides the current invoices paid since the subsequent board meeting and a brief description of the construction projects status.