



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*R. Scott Ralls, Ph.D.*

*President*

July 23, 2014

**IMPORTANT INFORMATION**  
**Effective July 1, 2014**

**MEMORANDUM**

**TO:** Business Officers  
Controllers/Bookkeepers

**FROM:** Matt Williams, Associate Vice President  
College Accounting and Operations

**RE:** Chart of Accounts Code Changes

The Accounting Procedures Manual, Chart of Accounts section was updated with the following changes:

- Added Purpose Code 365 – Business and Industry Support – Instructional
- Renamed Purpose Code 364 – Business and Industry Support – Administrative
- Added Purpose Code 357 – Project Skill Up (Calendar Year 2014)
- Renamed Purpose Code 358 – Project Skill Up (Calendar Year 2015)
- Deleted VOE Codes 61 and 62 that were previously used with Accelerating Opportunity funds

Please make sure that you recode expenditures that have already been charged to the new codes. It is very important that expenditures are charged to the correct purpose codes. The new purpose codes and their descriptions are shown below:

**364 Business and Industry Support - Administrative** – Record the administrative costs of positions whose responsibility is to serve existing business and industry. Colleges may only use up to \$40,000 for administrative purposes. Business and Industry Support current operating costs are charged to vocational code 80.

**365 Business and Industry Support - Instructional** - Record the instructional costs of positions whose responsibility is to serve existing business and industry. The

instructional component may only be used for instructional activities supporting the Manufacturing, Warehousing and Distribution, Business Support Services,

Information Technology, and Computer Software Design industries. Business and Industry Support current operating costs are charged to vocational code 80.

**357 Basic Skills – Project Skill-Up (Calendar Year 2014)** – Record calendar year 2014 expenditures from grant funds awarded by the Tobacco Trust Fund to specific colleges to help individuals affected by the changes in the tobacco industry to update their current skills and provide them with additional marketable skills reflective of fast-growing occupations and/or new industries within their local communities. Project Skill-Up current operating costs are charged to vocational code 80 and equipment is charged to vocational code 88 in purpose 940.

**358 Basic Skills – Project Skill-Up (Calendar Year 2015)** – Record calendar year 2015 expenditures from grant funds awarded by the Tobacco Trust Fund to specific colleges to help individuals affected by the changes in the tobacco industry to update their current skills and provide them with additional marketable skills reflective of fast-growing occupations and/or new industries within their local communities. Project Skill-Up current operating costs are charged to vocational code 80 and equipment is charged to vocational code 88 in purpose 940.

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