

I. INTRODUCTION

A. HISTORY, PURPOSE, AND USAGE

The *Michigan Public School Accounting Manual (Bulletin 1022)* serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan school districts. The *Michigan Public School Accounting Manual (Bulletin 1022)* was adopted in 1963 with major revisions in 1976, 1988, and 2004. It conforms to the 2003 federal *Financial Accounting for Local and State School Systems*.

Revisions to the *Bulletin 1022* regularly occur to conform to changes in generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB), along with changes in legislation related to State and Federal financial reporting. The *Bulletin 1022* is intended for use by intermediate and local school districts, as well as public school academies. It is equally applicable except that the Vocational Education Fund, Special Education, and Cooperative Education fund are for intermediate school district use only. These three funds are not to be used by local districts, with exception of local school districts operating center special education programs in accordance with Section 6 of the State School Aid Act.

The *Bulletin 1022's* primary purpose is to provide a standard framework for reporting financial data to the state. It is important for *Bulletin 1022* users to recognize that the standardization of definitions and classifications is critical to the data gathering process. In order for users of the Comprehensive Financial Report (FID) to understand the context of the data, it is essential that the information be reported consistent with the standard account codes and accounting practices defined within this manual. Minimum requirements are defined to provide necessary comparability in the recording and reporting of financial information for Michigan districts, regardless of size. Expansion of these requirements will depend upon the personnel and the facilities available to a school district.

B. DISTRIBUTION AND REVISION

Michigan public school district administrators are encouraged to forward recommendations for revisions to the *Bulletin 1022* to the Department of Education, State Aid and School Finance Office, P.O. Box 30008, Lansing, Michigan 48909.

Copies of the *Bulletin 1022* are available on the MDE website at:

<http://www.michigan.gov/mde/0,1607,7-140-15472-21321--,00.html>