

PCS Codes and Definitions

Educational and General Expenditures

1.0 Instruction

Includes all funds expended for activities that are part of an institution's instructional program. Expenditures for departmental research which are not separately budgeted should be included in Instruction as well as instruction activities offered for degree credit by organizational units other than regular academic departments, e.g., extension divisions. This program excludes expenditures for academic administration where the primary assignment is administration (e.g., academic deans that are reported under Academic Support). Expenditures for non-degree credit instructional activities should be included.

The instruction function includes the following activities:

- 1.1 General Academic Instruction includes expenditures for those instructional activities that enable one to receive credit toward a higher education degree or certification in an academic program field of study.
- 1.2 Occupational and Technical includes expenditures for those instructional activities that enable one to receive credit toward a higher education degree or certificate in an occupational or technical program or field of study. This category is intended primarily for use by institutions offering para-professional programs usually two years or less in length.
- 1.3 Community Education includes expenditures for those instructional activities that enable one to receive non-degree credit which is not applicable towards a higher education degree or certificate. These activities should meet the criteria for awarding Continuing Education Units (CEU). A CEU is defined as ten contract hours of participation in a continuing education activity. Entertainment and recreational offerings are considered Community Service and should not be reported under this subprogram.
- 1.4 Preparatory and Adult Basic Education includes expenditures for those instructional activities intended to give students the basic knowledge and skills they need in preparation for formal academic course work leading to a higher education degree or certificate. Also included in this activity center are expenditures for instructional activities that enable one to begin work on a higher education degree or certificate in order to fulfill a standard requirement (such as high school completion). These activities, supplemental to the normal academic program, generally are termed remedial, developmental, or special educational services. This category includes the Upward Bound and Outward Bound programs.

1.5 Summer and Special Session includes all expenditures for instruction provided during other than normal academic year periods. All revenues and expenditures for any summer session should be reported in the same year.

2.0 Research

Includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. This category contains not only sponsored research but also internally-supported research programs that are separately budgeted. This category does not include all sponsored programs (training grants are an example).

This function includes the following activities:

2.1 Institutes and Research Centers includes expenditures for all on-going research activities conducted within the framework of a formal research organization.

2.2 Individual or Project Research includes expenditures for research activities that normally are managed within the academic departments. These research activities usually have stated goal or purpose, have projected outcomes, and are created for specified time periods as a result of a contract, grant, or specific allocation of institutional resources. Also included here are any separately budgeted departmental research activities that may lead to research outcomes. Excluded from this category are those on-going research activities that should be classified under the subprogram Institutes and Research Centers.

3.0 Public Service

Includes all funds expended for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. Such activities include seminars, projects, and various organizational entities established to provide services to particular Budget Areas of the community.

This function includes the following activities:

- 3.1 Patient Services includes expenditures for those services that benefit patients directly through faculty physicians or indirectly through consulting, laboratory, or other series not assignable to a hospital. The instruction, and research activities that occur in a hospital should be separately classified as appropriate. Patient Services apply primarily to the community-at-large as opposed to student or faculty and staff health services that are classified elsewhere. Examples of patient services include the appropriate portions of Community Out-Reach Health Activities, Counseling Centers, Dental Clinics, Public Health Centers, Speech and Hearing Clinics, and Veterinary Clinics.
- 3.2 Community Services includes expenditures for those non-instructional activities established and maintained by an institution to provide services to the general community or special Budget Areas within the community. Community Service is concerned with making available to the public various resources and unique capabilities that exist within an institution. The primary intent of establishing these programs is to provide services that are beneficial to groups and individuals outside of an institution. These programs may be of incidental benefit to the faculty, staff, or students, but the primary benefits should accrue to the general public. All noninstructional, non-degree credit services that do not meet the criteria for awarding Continuing Education Units (CEU) should be reported in this subprogram. Examples of Community Service Activities are entertainment and recreational offerings.
- 3.3 Cooperative Extension Services includes expenditures for all public service noninstructional activities established by an institution in cooperative efforts with outside agencies (e.g., agriculture extension and urban extension). This activity applies primarily to land-grant colleges and universities. A distinguishing feature of these activities is that programmatic and fiscal control is shared by the institution with one or more governmental units. Examples of such activities are area extension programs, community development programs, and youth extension programs. Excluded from this activity area are instructional activities that may be offered through an extension division.

4.0 Academic Support

Includes all funds expended for activities carried out primarily to provide support services that are integral to the operations of one of the institution's three primary functions i.e., instruction, research, and public service. It includes the retention, preservation, and display of materials and the provision of services that directly assist the academic functions of the institution. This category also includes the medial and technology (e.g., computing support) employed by the three primary programs as well as the administrative support activities that function within the various academic units including the development of future instructional activities.

This function includes the following activities:

- 4.1 Libraries includes expenditures for all those activities that directly support the collection, cataloging, storage, and distribution of published materials, primarily in support of an institution's academic programs. To be included in this activity, a library should be separately organized and serve more than one academic department or activity.
- 4.2 Museums and Galleries includes expenditures for those activities related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and so fourth, primarily in support of an institution's academic programs. This activity is not restricted to the collection, preservation, and exhibition of inanimate objects. For example, it is appropriate to classify herein at the activities associated with an arboretum. To be included in this subprogram, a museum or gallery should be separately organized. Libraries and audio/visual services are excluded.
- 4.3 Audio/Visual Services includes expenditures for audio and visual services that have been established to support the institution's instruction, research, and public service programs. Expenditures of "dial-access" centers, learning resource centers, and closed circuit television facilities should be included. Audio/Visual services that support a single academic department, such as German language laboratory, should be charged directly to that department.
- 4.4 Academic Computing Support includes expenditures for computer services that have been established to support the instruction, research, and public service activities of the institution. Computing Centers, Division Computing Centers, Graduate Research Services, Instructional/Research Computing, and Satellite Computing Centers should be included in this activity. Administrative data processing services should be included under institutional support.

- 4.5 Ancillary Support includes expenditures for those academic program support services not previously classified. These services normally would provide joint services to the instruction, research, and public service areas. Examples of such services are demonstration schools, laboratory schools, teaching clinics, and university presses. The expenditures of teaching hospitals are excluded.
- 4.6 Academic Administration, Personnel Development, and Course and Curriculum Development includes expenditures for those activities that provide administrative support and management direction to the instruction, research, and public service programs. Academic administration includes college deans, and associated support staff. The activities of top-level administrative officers, such as Vice Presidents and Vice Chancellors, should be included under the subprogram Executive Management. This activity also includes expenditures for those activities that provide the faculty with opportunities for increasing their personal and professional growth and development or that evaluate and reward their professional performance. Included in this activity are expenditures for such items as faculty awards, faculty development programs, instructional evaluations, in-service faculty education programs, recitals, retreats, and scholarly faculty activities. This activity also includes separately budgeted expenditures for planning and development activities established to improve or add to the instructional offerings of the academic programs. Examples include expenditures of/for: college curriculum committees, curriculum development research, curriculum evaluations, and experimental studies. These courses and curriculum developments should be intended for use in future course offerings (subsequent to the current fiscal year). Any improvements made to the current course offerings should be charged directly to Instruction.

5.0 Student Services

Includes all funds expended for activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual cultural, and social development outside the context of the formal instruction program. Excluded from this function are activities self-supporting in nature which should be reported under Auxiliary Enterprises.

This function includes the following activities:

- 5.1 Student Service Administration includes expenditures for those student service activities that cut across multiple student support subprograms or provide central administrative service programs. Dean of Men, Dean of Student Personnel Services, Dean of Students, Dean of Women, and Director of Student Services are classified herein. Specifically excluded, however, would be the Director of Counseling, who would be classified under the subprogram Counseling and Career Guidance. Also excluded are the chief administrative officer of student affairs and the Vice President of Student Affairs whose activities are categorized under the subprogram Executive Management.
- 5.2 Social and Cultural Development includes expenditures for those activities established to provide for the social and cultural development of the student outside of the formal degree curriculum. It includes activities primarily supported and controlled by the student body, activities outside the curriculum program that have been established to expand the education experience of the student, general recreation activities for the student body, and activities established to support special student groups and organizations. Examples are Foreign Student Offices, fraternity advisors, intramural athletics, lecture series, Minority Affairs Offices, music groups/activities, Orientation Programs, recreation centers, student clubs, student government, student publications, student religious organizations, veterans, offices, visiting artist/concert series.
- 5.3 Counseling and Career Guidance includes expenditures for formal placement, career guidance, and counseling services for the student. Activities which should be included are those related to student personnel including personal and disciplinary counseling, vocational testing and counseling, and employment assistance for those leaving the institution. Specifically excluded from this activity are informal academic counseling provided by the faculty in relation to course assignments, faculty advising, and employment services provided to students still enrolled in school.
- 5.4 Student Admissions and Records includes expenditures for those activities conducted by an institution that relate to the recruitment of new students, the student admissions process, and the administration of student records. Expenditures of/for the Admission Office and such items as diplomas photo/identification cards, and the Registrar's Office are included in this subprogram.

- 5.5 Financial Aid Administration includes expenditures for those administrative activities intended to provide financial aid services and assistance to students. Included within this activity are financial analysis, financial counseling, administration of work/study, student employment, and so forth. Excluded are the actual financial aid grants made to students which are classified as Student Financial Assistance.
- 5.6 Student Health Services includes expenditures for student health services that are operated as a service to the student body rather than as an essentially self-supporting Auxiliary Enterprise.
- 5.7 Intercollegiate Athletics includes expenditures of the coaches, trainers, officiating, travel, grants-in-aid, ticket sales, advertising, and so forth necessary to maintain intercollegiate participation. An appropriate portion of the office and staff of the athletic director should be included. Excluded are those activities that relate to intramural athletics. Categorized as Educational And General if not operating as self-supporting activity.

6.0 Institutional Support

Includes all expenditures of current funds for activities whose primary purpose is to provide operational support for the day-to-day functioning of the institution, excluding expenditures for physical plant operations. Auxiliary enterprises, hospitals, and independent operations should be allocated their proportionate share of Institutional Support of initially included as joint costs.

- 6.1 Executive Management includes expenditures for all central executive level activities concerned with the overall management and long range planning functions of the entire institution. Included within this activity are all aspects of executive direction, including the governing board, the chief executive officer, and senior executive officers, such as the vice presidents, Academic senates, accreditation fees, executive dues, executive special committees, executive special projects, general legal counsel, institutional memberships, institutional research, legal services, legislative liaison and long-range planning are also included. Administrative activities below the executive level should be excluded.
- 6.2 Fiscal Operations includes expenditures for fiscal control, investments, and similar functions related to the fiscal operations of the institution. Included are such operations as accounting, auditors, business officers, current year bad debt write-offs, comptrollers, contracts, debt collection, endowment management, grants accounting, investments, and payroll accounting.

- 6.3 General Administrative Services includes expenditures for all activities established for the central administrative operations, services, and functions, including personnel and liability insurance, of the institution as well as those activities related to personnel records for the faculty and staff. Activities therein include: administrative data processing, administrative services, Affirmative Action Offices, Personnel Administration, room scheduling, space allocation. Excluded are those activities that relate to student admissions and records, which should be classified under Student Admissions and Records.
- 6.4 Logistical Services includes expenditures for the procurement, storage, and distribution of materials and supplies as well as the transportation and communication systems needed to support the campus-wide operation of an institution. Also included are those activities related to the environmental health and safety of the students and staff. Examples of such activities are: campus mail, campus security, campus transportation, garages, parking, photo services, post offices, procurement, purchasing, storage.
- 6.7 Public Relations and Development includes expenditures for those institutional activities established to maintain relations with the loan community, alumni, and public in general, and to conduct activities related to fund raising and development. Alumni activities, commencement, community and public relations, information services, membership dues, parent activities, and school relations are included in this subprogram.

Those activities related to the use of alumni in student recruitment should be classified in the subprogram Student Admissions and Records. Excluded are those activities established to provide public service to the community.

- 6.9 Employee Benefits includes an appropriate social security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensations, workmen's compensations, etc. While this category of expense was accumulated under Institutional Support in the past, it should be assigned as appropriate to the programs and subprograms of Education and General activities, as well as to Auxiliary Enterprises, Hospitals, and Independent Operations.

8.0 Student Financial Aid

This category applies only to funds given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or not.

The criteria to be used in determining which funds to include in this category are the following:

1. The funds must represent expenditures of the Current Funds group.
 2. The institution must have fiscal control of the funds which were used to make the grant, e.g., Supplemental Educational Opportunity Grants.
 3. The recipients should not be formally required to render service to the institution as consideration for the grant, nor should they be expected to repay the amount of the grant to the funding source.
 4. The institution must have selected the recipient of the grant. If the institution is given control of the funds, but is not allowed to select the recipient of the grant (e.g., the Federal Basic Education opportunity Grants Program), the funds should be reported in the Agency Funds group rather than in the Current funds group.
- 8.1 Scholarships includes the expenditures of funds awarded to undergraduate students as grants-in-aid, trainee stipends, tuition and fee remissions, and prizes. Excluded from this category are work/study funds that should be classified as costs to the subprogram to which the service is rendered. Student loans are excluded also.
- 8.2 Fellowships include the expenditure of funds for graduate students as outright grants-in-aid and trainee stipends. Excluded from this category are funds for which services to the institution must be rendered e.g., teaching assistants or research assistants. Student loans are excluded also.
- 8.3 Supplemental Educational Opportunity Grant (SEOG) includes funds provided by the Federal Supplemental Educational Opportunity Grant Program, but excludes the Basic Education Opportunity Grant Program.
- 8.4 Matching Funds - NDSL
- 8.5 Matching Funds - CWS
- 8.6 Matching Funds - Other

10.0 Operations and Maintenance (O & M) of Plant

Includes all expenditures of current funds for the operations and maintenance of the physical plant, net of amounts charged to auxiliary enterprises, hospitals, and independent operations, i.e., appropriate allocations of plant O&M support should be made to auxiliary enterprises, hospitals, and to other activities not reported under the heading of Educational and General expenditures. It includes all expenditures for operations established to provide services and maintenance related to campus grounds and facilities. It also includes utilities, property insurance and similar items. Actual capital expenditures of plant expansion and modification are reported for plant funds.

This function includes the following activities:

- 10.1 Administration and Supervision includes all expenditures for administrative and supervisory personnel such as superintendents and supervisors of the buildings and grounds and related operating expenses where those administrative and supervisory duties relate to more than one of the following subprograms.
- 10.2 Custodial Services include all expenditures connected with the janitorial or custodial operations of the education and general building of the institution. This category includes salaries of executive housekeeping supervisors, janitors, and maids. This includes costs necessary to keep the building in a clean and sanitary condition, such as care of the floors, stairways, landings, restrooms, chalkboards, windows, walls, room furniture, fixtures, and the like. Auxiliary enterprises, hospitals, and independent operations should be allocated their proportionate share of the costs of custodial services.
- 10.3 Utilities includes all expenditures for purchased heat, light power, water, sanitary sewers, and gas. In addition this category includes all expenditures connected with the operation of the power plant of the institution, i.e., expenditures for salaries of power plant superintendent, shift supervisors, and stationary boiler firemen and assistants and all fuel purchases, cost of transporting fuel to the institution, and other operating expenses. Auxiliary enterprises, hospitals, and independent operations should be allocated their proportionate share of utilities.

10.4 Building Repairs and Maintenance, Care and Maintenance of Grounds, and Utility Lines Maintenance and Repairs includes all expenditures pertaining to the repair of educational and general buildings owned and operated by the institution. Building repairs and maintenance includes the costs of materials, supervisory personnel and other personnel, and other necessary expenses for minor repairs and/or painting of the following: roofs, exterior walls, foundations, flooring, ceiling, partitions, doors, screens, heating and air conditioning equipment, window shades, venetian blinds, windows, plaster, structural iron work, plumbing, electric wiring, light fixtures (including the replacement of lamps and bulbs), built-in shelving, and other related items.

This category includes all expenditures connected with the repair of furniture and/or building equipment used by the institution and normally charged to Operation and Maintenance of the Physical Plant. This activity specifically excludes expenditures qualifying as capital outlay projects. It does include all expenditures connected with the care and maintenance of an institution's grounds. Included here are salaries of all groundsmen, grounds supervisors, grounds lead men, and grounds laborers. Also included is the upkeep of all lands owned and operated by the institution, whether improved or unimproved, including any court, patio, or inner garden enclosed by buildings. Grounds maintenance begins after the site improvements are complete. It includes land improvements such as lawns, trees, shrubs, flowers, planting, streets, walks, parking areas, and paths whether improved or unimproved. It includes non-structural improvements such as walls, fences, utility lines and tunnels, fountains, and furniture located on the campus grounds. Also included in this activity are all expenditures for the maintenance and repair of utility systems of the institution. Auxiliary enterprises, hospitals, and independent operations should be allocated their proportionate share of the costs of repair and maintenance.

10.5 Debt Service - Educational and General

10.6 Other Operation and Maintenance Expense includes other expenses incurred in operating and maintaining the physical expenses incurred in operating and maintaining the physical plant including property insurance which are not classified under one of the categories above. Auxiliary enterprises, hospitals, and independent operations should be allocated their proportionate share of the costs of these expenses.

12.0 Auxiliary Enterprises

An auxiliary enterprise is an entity that exists to furnish a service to students, faculty, or staff and charges a fee that is directly related to, although not necessarily equal to, the cost of the service. The distinguishing characteristic of auxiliary enterprises is that they are managed as essentially self-supporting operations. Therefore, although revenues do not always exceed or equal expenditures in a specific enterprise, auxiliary enterprise fees, unlike those of any other institutional operation, are usually set with this goal in mind. The general public may incidentally be served in some auxiliary enterprises. Examples are residence halls, food services, student health services (if operated essentially as a self-supporting activity), college unions, college stores, etc.

The activities included under this function should include all expenditures/costs, except depreciation, of operating and institution's auxiliary enterprises including employee benefits, debt service, a proportionate share of physical plant operations and maintenance, and other institutional support. In addition they should include such security, student counseling, and other institutional support as is defrayed by auxiliary enterprise revenue.

12.1 Student Auxiliary Services includes all expenditures for activities primarily intended to furnish services to students. A fee normally is charged for these services, often directly related to, but not necessarily equal to, the cost of the service rendered. When both the students and faculty benefit from the same auxiliary service, that service should be classified according to its primary use. A central cafeteria primarily serving students, for example, should be classified as a Student Auxiliary Service. Included in this program are such elements as food service, residential facilities, laundries, stores and other activities operated primarily for the benefit of students. This category includes the cost of purchases for resale.

12.3 Intercollegiate Athletics if operated as an Auxiliary Enterprise.

12.4 Faculty and Staff Auxiliary Services includes all expenditures for activities primarily intended to provide services to the faculty or staff. A fee is normally charged for these services, often directly related to, but not necessarily equal to, the cost of the service rendered. Such activities include faculty clubs, faculty/staff parking, and faculty housing. Excluded from this category are those items pertaining to personnel services that are classified as institutional support. Auxiliary services that benefit both the student body and the faculty and staff should be classified as Student Auxiliary Services. Included in this activity are residential facilities, laundries, and other auxiliary enterprises operated primarily for the benefits of faculty and staff.

12.5 Other Auxiliary Enterprises includes the expenditures for all other auxiliary enterprises.

14.0 Hospitals & Clinics

This function includes all expenditures, except depreciation, of operating a hospital including employee benefits, debt service and a proportionate share of physical plant operations and maintenance, other institutional support, mandatory transfers, and non-mandatory transfers.

This function includes the following activities:

- 14.1 Ambulatory Services
- 14.2 Dietary & Housekeeping
- 14.3 Equipment
- 14.4 General Administration Services
- 14.5 Nursing Services
- 14.6 Other Hospital Services
- 14.7 Other Professional Services
- 14.8 Pharmacy Central Supply
- 14.9 University Supporting Services

Expenditures for activities that take place within the hospital but that are more appropriately categorized as instruction, research, or public service should be excluded from this category and accounted for in the appropriate categories.