

ACCOUNTING PROCEDURE

TOPIC: Section 9 - FMS Processing 9.1	EFFECTIVE DATE: 6/14/96
TITLE: Legal Services Object Codes	REVISION DATE: 11/28/11
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BACKGROUND

The State Controller's Office has established several object codes for the payment of legal services to allow the State to better track legal expenditures.

PROCEDURES

1. The WiSMART object code for "professional services-general" does **not** include legal services, repair and maintenance services, medical services, or data processing services, or additions to capital assets, as defined below:

2740 Professional Services-General

Contractual agreements resulting in fees and incidental charges for persons who render professional or vocational services to the Department; this includes, but is not limited to, payments to accountants, graphic artists, chaplains, teachers, counselors, architects, engineers, actuarial services, inspection services, labor relations, lecture fees and honoraria.

Do not include charges for professional IT services provided by State agencies or private vendor; use 2600 or 2650.

Do not include payments to plumbers, electricians, carpenters, vehicle or aircraft mechanics or other craftsmen whether operating as individuals or employed by contractors when the services obtained are more appropriately classified as routine maintenance or additions to capital assets.

Do not include payments for medical services; use 2720.

Do not include payments for legal services; use 2751-2761.

2. Current object codes for legal services include the following:

2751 Legal Services - Research

Services procured from a person, licensed to practice law, or a firm employing such persons for the purpose of performing legal research. Analysis or study of any area of federal, state, municipal or organizational law is covered by this definition.

2752 Legal Services - Opinion

Services procured for a person, licensed to practice law, or a firm employing such persons, for the purpose of writing an opinion on a particular legal issue or area of law. This category also covers legal advice given orally. This category would cover an instance in which, for example, an agency head needed legal advice about an abstruse area of the law and the DOJ and in-house counsel were not qualified to give advice. If the agency head retained an outside counsel competent in this area of practice, such services would be coded in this category.

2753 Legal Services - Litigation

Services procured from a person licensed to practice law, or a firm employing such persons, for the purpose of representing the agency in some form of litigation. This category includes all types of civil legal actions except collections matters.

2754 Legal Services - Collections

Services procured from a person, licensed to practice law, or a firm employing such persons, for the purpose of collecting debt owed to the State of Wisconsin.

2755 Legal Services - Consulting

Services procured from a person, licensed to practice law, or a firm employing such persons, to perform consulting services. Consulting services include, but are not limited to, jury selection services, evidence or exhibit preparation, witness preparation, expert witness services, evidence evaluation, etc.

2756 Legal Services - Other

All other services procured from a person licensed to practice law, or a firm employing such person.

2757 Legal Services - Bond Counsel

For Capital Accounting use only.

2760 Legal Services - Special Counsel

2761 Legal Settlement and Fees

Payments to attorneys in connection with legal services where the amount of legal fees cannot be separated from the settlement payment (to be reported on the 1099 miscellaneous income form).

WiSMART to FMS Cross-Reference		
WiSMART Code	FMS Code	Description
2740	27400	Professional Services-General
2751	27510	Legal Services-Research
2752	27520	Legal Services-Opinion
2753	27530	Legal Services-Litigation
2754	27540	Legal Services-Collections
2755	27550	Legal Services-Consulting
2756	27560	Legal Services-Other
2757	27570	Legal Services-Bond Counsel
2760	27600	Legal Services-Special Counsel
2761	27610	Legal Settlement and Fees

CONTACTS

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