CATHOLIC DIOCESE OF RICHMOND

PARISH CHART OF ACCOUNTS WITH EXPLANATORY TEXT

JULY 1, 2018
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INTRODUCTION

On July 1, 2018, all parishes in the Catholic Diocese of Richmond were converted to ParishSOFT Accounting for parish accounting and general ledger needs.

The new ledger is based on a standardized chart of accounts and was implemented to allow for consistent and reliable accounting and reporting across all parishes. Furthermore, the chart of accounts is structured to provide clear and transparent financial reporting through use of funds (entities) and provides better reporting for parish stakeholders. Specifically, the chart of accounts structure separates the activities associated with parish operations from funds that may have more irregular reporting (plant, capital campaign, cemetery, endowment) and do not affect the day to day operations of the parish.

The ledger is a real time accounting system in the cloud. This facilitates automated system updates and readily available data. System access is granted by the diocese based on approval from pastors and administrators.

Restricted (by donor) and designated (by parish) funds can be tracked in several ways to maintain integrity of funds spent. These include, specified cash and savings accounts, liability accounts (national collections, payroll withholdings, mass intentions), dedicated accounts and project codes.
The structure of the COA is further defined below using the following groups and subgroups:

**BALANCE SHEET**

**Entity**
- Natural Account

**INCOME STATEMENT**

**Entity**
- **Department**
- **Cost Center**
- **Natural Account**

**DEFINITIONS**

**Entity** - The chart of account allows for the use of 5 entities or funds (Parish Operations, Plant, Endowment, Capital Campaign, and Cemetery) to allow for better reporting of parish activity. Parishes will utilize some or all entities listed below dependent on parish situation.

- **Parish Operations Fund (P)** - This entity reports the day to day operational activity of the parish. Financial transactions will be further categorized into departments and cost centers and described below.

- **Plant Fund (F)** - This entity reports the fixed assets, accumulated depreciation and annual depreciation expense for parish fixed assets. Assets should be capitalized in the plant fund if they are more than $5,000 and have a useful life greater than one year. The Plant fund should also record all capital debt and related interest expense.

- **Endowment Fund (E)** - This entity reports the balance of all parish endowments as well as investment activity of those endowments (dividends, interest, realized and unrealized gains and losses)

- **Capital Campaign (D)** - This entity is utilized when a parish has launched a local capital campaign. Each parish must receive the approval from the Bishop in advance of the campaign. The design of any capital campaign more than one times offertory must be in consultation with the diocesan Development staff through the Catholic Community Foundation. Projects must be approved in accordance with the Diocesan Construction and Renovation Policy, including review by the Building and Renovation Commission (BARC), when required.

- **Cemetery (C)** - This entity reports all financial transactions related to cemetery,
mausoleums and columbaria.

**Departments** are used to further report on entity activities based on parish programs.

**Departments** can be further detailed using **Cost Centers** (sub department). **Departments** and **Cost Centers** (including alphanumeric shortcut) by **Entity** are listed below.

<table>
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<tr>
<th>PARISH</th>
<th>General Parish Operations (10)</th>
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<td>General/Admin (01)- GEN</td>
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<td>Development (02)- DEV</td>
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<td>Liturgy &amp; Worship (11)</td>
<td>Liturgy (11)- LIT</td>
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<td>Music (12)- MUS</td>
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<td>Ministry (12)</td>
<td>Parish Community Life (21)- PCL</td>
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<td>Multicultural Ministry (22)- MUL</td>
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<td>Ministry- General (29)- MIN</td>
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<td>Faith Formation &amp; Evangelization (13)</td>
<td>Children Faith Formation (31)- CFF</td>
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<td>Youth Ministry (32)- YTH</td>
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<td>Young Adult (33)- YAM</td>
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<td>Campus Ministry (34)- CAM</td>
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<td>Adult Education (35)- AED</td>
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<td>RCIA (36)- RCI</td>
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<td>Catholic School (37)- SCH</td>
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<td>General Faith Formation (39)- FFG</td>
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<td>Charity/Outreach (14)</td>
<td>Individual Assistance (42)- IND</td>
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<td>Organization Assistance (43)- ORG</td>
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<td>Haiti (44)- HAI</td>
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<td>Charitable Outreach (49)- CHG</td>
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<td>Preschool (15)</td>
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Preschool (50)\- PRE

Facilities (16)

Facilities (60)\- FAC

Plant (F)
Plant (17)

Plant (65)\- PLT

Endowment (E)
Endowment (18)

Endowment (80)\- END

Capital Campaign (D)
Capital Campaign (19)

Capital Campaign (90)\- CMP

Cemetery (C)
Cemetery Operations (20)

General Admin (70)\- CGA
General Admin (Pre-Need) (71)\- CPN
General Admin (At- Need) (72)\- CAN
Sales/Marketing (73)\- CSM
Facilities (74)\- CFC

Cemetery Plant (30)

Plant (75)\- CPT

Perpetual Care (40)

Perpetual Care (78)\- CPC
NATURAL ACCOUNT DEFINITIONS

Statement of Financial Position:

ASSETS

CASH & INVESTMENTS (10)

1100 PETTY CASH: Record to this account all activity pertaining to petty cash. Petty cash disbursements may be recorded at the time the account is replenished.

1101 CASH, CHECKING ACCOUNT-GENERAL: Record to this account all activity in the parish checking account other than funds received or disbursed which are either designated by the parish or restricted by the donor to a purpose (unrestricted).

1102 CASH, CHECKING ACCOUNT-DESIGNATED: Record to this account deposits and disbursements to/from the parish checking account which are not restricted in purpose by the donor, but have been designated to be used for a purpose.

1103 CASH, CHECKING ACCOUNT-RESTRICTED: Record to this account deposits and disbursements to/from the parish checking account (deposits, checks, bank adjustments and charges, etc.) which are restricted by the donor for a purpose.

1104 CASH, CHECKING ACCOUNT-CEMETERY: Record to this account deposits and disbursements associated with cemetery operations.

1105 CASH, CHECKING ACCOUNT-CAPITAL FUND: Record to this account deposits and disbursements associated with capital activities (plant fund).

1106 CASH, SAVINGS-GENERAL: Record to this account all activity in the parish savings account (deposits, checks, bank adjustments and charges, etc.) other than funds received or disbursed which are either designated by the parish or restricted by the donor to a purpose. This may include money market or CD accounts.

1107 CASH-SAVINGS-DESIGNATED: Record to this account deposits and disbursements to/from the parish savings account which are not restricted in purpose by the donor but have been designated by the Pastor or Finance Council to be used for a certain purpose. This may include money market or CD accounts.

1108 CASH, SAVINGS-RESTRICTED: Record to this account deposits and disbursements to/from the parish savings account which are restricted by the donor for a certain purpose. This may include money market or CD accounts.

1109 CASH, SAVINGS-CEMETERY: Record to this account deposits and expenses associated with cemetery savings. This may include money market or CD accounts.

1110 INVESTMENTS-GENERAL: Record to this account deposits, disbursements and unrealized
gains or losses for all parish investments that are unrestricted in purpose.

1111 INVESTMENTS-DESIGNATED: Record to this account deposits, disbursements and unrealized gains or losses for all parish investments which are not restricted in purpose by the donor but have been designated by the Pastor or Finance Council to be used for a purpose.

1112 INVESTMENTS-RESTRICTED: Record to this account deposits, disbursements and unrealized gains or losses for all parish investments which are restricted by the donor for a purpose.

1113 OTHER INVESTMENTS: Record to this account deposits, disbursements and unrealized gains or losses for all other parish investments that cannot be classified in 1110, 1111, 1112 or 1114.

1114 ENDOWMENTS WITH THE CATHOLIC COMMUNITY FOUNDATION: Record to this account deposits, disbursements and unrealized gains or losses for all parish investments held at the Catholic Community Foundation. Reminder: Any endowment investments initiated after September 19, 2015, must be held with the Catholic Community Foundation.

OTHER CURRENT ASSETS (12)

1201 RECEIVABLES: Record to this account payments made that will be reimbursed to the parish, and all activity representing amounts due to the parish.

1202 PREPAID EXPENSES & DEPOSITS: Record to this account all activity pertaining to deposits and other parish expenditures made in advance of receiving the service or product.

1203 INVENTORY: Record to this account all activity pertaining to physical inventory on hand used in generating revenue for the benefit of the parish. Examples include Scrip gift cards, religious articles held for sale, books held for sale, etc.

1290 OTHER ASSETS: Record to this account activity pertaining to all other current assets.

PROPERTY PLANT & EQUIPMENT (15) - SEE ALSO DIOCESAN FIXED ASSET POLICY

1510 LAND: Record to this account the acquisition and disposition of land. Acquisitions which include land and buildings should be allocated among the appropriate accounts.

1511 LAND IMPROVEMENTS: Record to this account all improvements made to property, i.e., sidewalks, pavements, etc. with a cost >$5,000 and a useful life of more than one year; and the disposition of those improvements when property is sold or otherwise disposed of. Balances posted to this account are subject to annual depreciation entries.

1520 BUILDINGS: Record to this account the acquisition of buildings, the cost of constructing buildings and the disposition of buildings; and the disposition of those buildings, when property is sold or otherwise disposed of. Balances posted to this account are subject to annual depreciation entries.

1521 BUILDING IMPROVEMENTS: Record to this account all improvements made to buildings
with a cost of >$5,000 and a useful life of more than one year; and the disposition of those improvements when the building is sold or otherwise disposed of. Included as building improvements are improvements to operating systems which are an integral part of the building, i.e., HVAC, electrical, plumbing, etc. Building repairs and repairs to building operating systems should be expensed. Balances posted to this account are subject to annual depreciation entries.

1530 VEHICLES: Record to this account the acquisition and disposition of vehicles. Balances posted to this account are subject to annual depreciation entries.

1540 EQUIPMENT: Record to this account the acquisition of all equipment (office machines, computers, lawn equipment, etc.) with a cost of >$5,000 and a useful life of more than one year; and the disposition of these items. Balances posted to this account are subject to annual depreciation entries.

1550 FURNISHINGS: Record to this account the acquisition of all furniture and other furnishings with a cost of >$5,000 and a useful life of more than one year; and the disposition of these items. Balances posted to this account are subject to annual depreciation entries.

1560 CONSTRUCTION IN PROGRESS: Record to this account expenses for capital improvement projects that are in progress. Once the project is complete, the total cost of the project will be transferred to a fixed asset account above and calculation and recording of depreciation expense will commence.

1611 ACCUMULATED DEPRECIATION – LAND IMPROVEMENTS: Record to this account accumulated depreciation on land improvements.

1620 ACCUMULATED DEPRECIATION – BUILDINGS: Record to this account accumulated depreciation on buildings.

1621 ACCUMULATED DEPRECIATION – BUILDING IMPROVEMENTS: Record to this account accumulated depreciation on building improvements.

1630 ACCUMULATED DEPRECIATION – VEHICLES: Record to this account accumulated depreciation on vehicles.

1640 ACCUMULATED DEPRECIATION – EQUIPMENT: Record to this account accumulated depreciation on equipment.

1650 ACCUMULATED DEPRECIATION – FURNISHINGS: Record to this account accumulated depreciation on furniture and other furnishings.
LIABILITIES

CURRENT LIABILITIES (20)

*Note: The following accounts (marked with *) should have $0 balances after implementation of Kronos Payroll on January 1, 2019.

2100 ACCOUNTS PAYABLE: Record to this account all unpaid invoices for services or products received.

2111 FEDERAL INCOME TAX WITHHELD*: Record to this account all employee federal income tax withheld but not yet remitted.

2112 STATE INCOME TAX WITHHELD*: Record to this account all employee state income tax withheld but not yet remitted.

2113 FICA WITHHELD*: Record to this account all employee social security taxes withheld but not yet remitted.

2114 MEDICARE WITHHELD*: Record to this account all employee social security taxes withheld but not yet remitted.

2115 Priest Social Security Allowance: Record to this account monies withheld from a priest’s paycheck for his quarterly estimated tax payment to the U.S. Department of Treasury.

2116 HEALTH INSURANCE WITHHELD*: Record to this account all employee and employer portions of health insurance on a bi-weekly basis. When the monthly bill is received by the diocese for lay employee health insurance, record the bill against this liability.

2117 DENTAL INSURANCE WITHHELD*: Record to this account all employee portions of dental insurance on a bi-weekly basis. When the monthly bill is received by the diocese for lay employee dental insurance, record the bill against this liability.

2118 ANNUAL APPEAL WITHHELD: Record to this account all employee withholdings for the Annual Diocesan Appeal, but not yet remitted to the Diocese.

2119 FLEX SPENDING WITHHELD*: Record to this account all flexible spending amounts withheld but not yet remitted.

2120 HEALTH SAVINGS ACCOUNT WITHHELD*: Record to this account all health savings account amounts withheld but not yet remitted.

2121 403(B) WITHHELD*: Record to this account all 403(b) account amounts withheld but not yet remitted.

2122 VISION CARE WITHHELD*: Record to this account all vision care amounts withheld but not yet remitted.
2123 VOLUNTARY BENEFITS WITHHELD*: Record to this account all additional employee paid voluntary benefits (supplemental life, ID Theft, critical illness) withheld but not yet remitted.

2128 GARNISHMENTS WITHHELD*: Record to this account all garnishments withheld but not yet remitted.

2200 ACCRUED EXPENSES PAYABLE: Record to this account all liabilities incurred for services or products received for which an invoice has not been processed.

2201 ACCRUED SALARIES, TAXES & BENEFITS: Record to this account salaries, taxes and benefits owed and unpaid at the end of the fiscal year.

2202 CUSTODIAL OBLIGATIONS-MASS INTENTIONS: Record to this account receipts for mass intentions which are to be remitted to the priest upon fulfillment of the obligation.

2203 CUSTODIAL OBLIGATIONS-OTHER: Record to this account receipts held for others where the parish is a pass thru. This account should not be used for parish charity collections as those should be recorded in the income statement under appropriate revenue and expense accounts.

2301 RESPECT LIFE COLLECTION: National collection required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.

2302 CATHOLIC RELIEF SERVICES COLLECTION: National collection required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.

2303 DIOCESAN HOME MISSIONS COLLECTION: Diocesan collection required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.

2304 PETER’S PENCE COLLECTION: National collection required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.

2305 RETIRED RELIGIOUS COLLECTION: National collection required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.

2306 WORLD MISSIONS COLLECTION: National collection required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.

2307 ARCHDIOCESE OF MILITARY SERVICES COLLECTION: National collection required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.

2308 CATHOLIC CHARITIES COLLECTION: National collection required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.
2399 OTHER DIOCESAN COLLECTIONS: National or local collection(s) required to be taken up in each parish and forwarded to the diocese who transmits to the agency/program for which it was collected.

2400 OTHER CURRENT LIABILITIES: Record to this account activity pertaining to all other current liabilities.

2500-2503 NOTES PAYABLE: Record to this account the proceeds received from indebtedness in the form of a note payable to SunTrust Bank, and record the repayment of the principal amount owing on this indebtedness.

2550 PPP SBA LOAN: Record to this account the proceeds received from the Payroll Protection Program (PPP) through the Small Business Administration. If the loan is forgiven at a future date, the amount granted will be reclassed into revenue.

2600 UNEARNED REVENUE: Record to this account fund received for services to be rendered in a future period.

NET ASSETS

3000 NET ASSETS: Represents the net asset amount as of the beginning of the fiscal year (similar to retained earnings in a for profit entity). No activity is recorded to this account until the end of the fiscal year. A year-end adjustment to record the net surplus or loss is automatically recorded when the fiscal year is closed out.

DEDICATED ACCOUNTS:

9000 DONATIONS, RESTRICTED
9001 DONATIONS, ENDOWMENT GIFTS
9002 DONATIONS, DESIGNATED:

A unique account code (9000, 9001 and 9002, in conjunction with a subaccount, if applicable) has been established for tracking restricted donations if the parish would like to accurate track significant donations separate from the income statement. The parish should use these accounts to segregate donations using a sub account with the name of the donor, followed by the purpose of the gift. For example, if the Smith family gave a donation that is restricted to purchase a statue of St. Joseph, the account would be titled: Smith/Statue of St. Joseph. Credit to these accounts contributions that are restricted by the donor. [Revenue resulting from exchange transactions (i.e., tuition, fees, rent, etc.) does not represent restricted activity, as only free-will contributions constitute restricted revenue.] A restricted contribution is one given with a stipulation by the donor that the funds be spent for a more specific purpose than that which is implicit to the nature of a parish. Examples of uses which are implicit to the nature of diocesan entities are: evangelization, missionary work, religious formation, education, charity, facilities upkeep and building fund. As such, gifts given with these stipulations are not considered restricted. Examples of donor stipulations that constitute a restriction include funding for: a specific parish event, a specific parish mission trip, a scholarship program for parish school students, a specific charitable appeal, and the purchase of a statue.
Statement of Activities

REVENUE

4100 OFFERTORY- ENVELOPE: General parish support proceeds from collections taken up at masses, during other services, or periodically through envelopes distributed by parish monthly, quarterly or annually. This does not include for Diocesan second collections and other special purpose collections.

4101 OFFERTORY- LOOSE: General parish support proceeds from collections taken up at masses, during other services, or periodically that are not donated through parishioner envelopes. This does not include for Diocesan second collections and other special purpose collections.

4102 OFFERTORY- E-GIVING: General parish support proceeds received from a third party electronic giving vendor. This does not include for second Diocesan collections and other special purpose collections. Electronic receipts for designated purposes other than offertory should be posted to 4106.

4103 CATHOLIC VIRGINIAN COLLECTION: Gross proceeds from second collection to defray the cost of *The Catholic Virginian* billing. This account is not to be used to record the expense for payment of the cost of the newspaper to parishioners.

4104 BEQUESTS: Gross proceeds received from the estates of deceased members or other benefactors of the parish. Only the original receipt of funds is recorded in this line item. If the funds are invested, subsequent investment activity from dividends, interest, realized and unrealized gains (losses) should be recorded in the correct general ledger account.

4105 DONATIONS: Donations to the parish that are unrestricted in purpose and aren’t classified as offertory. This can include but is not limited to Poor Box, etc.

4106 DESIGNATED DONATIONS - Donations to the parish that are restricted for a certain purpose that are *expended in the same fiscal year as receipt* and aren’t classified as offertory. This can include but is not limited to: altar flowers, doughnuts and coffee, purchases of parish items, religious orders, seminaries, campus ministry, ecumenical programs, etc. Specific designations and carryover balances can be tracked using project codes. These donations can include funds received in the form of cash, checks and/or electronic receipts.

4107 DEBT REDUCTION COLLECTION: Proceeds from second collection earmarked for reduction of parish debt. This will be booked into the PLANT fund to correspond with recording of capital debt.

4108 VOTIVE OFFERINGS: Gross donations received from votive stands.
4109 STOLE FEES: All stole fees, that are suggested, or established fees received for the celebration of baptism, marriage, or funeral, are to be surrendered to the parish. If a parish indicates any amount suggested to recommended fee to the priest, this is a stole fee and must be surrendered to the parish. (Please see Called To Stewardship and Priests’ Handbook for further explanation on the Diocese’s policy.)

4110 FUNDRAISING ACTIVITY REVENUE: Reports revenue from parish fundraising events that are typically raised for a special parish activity or ministry. Such events could involve receiving funds from parishioners as well as the local community outside of the parish. Parishes may use a unique department or project code to track each fundraising activity. (i.e. Bingo, Scrip, bazaar, festival, bake sale, raffle, etc.).

4111 FUNDRAISING ACTIVITY EXPENSE: (contra revenue): Reports direct expenses only for cost of fundraising events and does not include an allocation of parish overhead. Parishes may use a unique department or project code to track each significant fundraising activity (i.e. Bingo, Scrip, bazaar, festival, etc.). Do not post payments to beneficiaries (e.g. charities) to this account. Those must be posted to specific expense accounts.

4112 FEES/PROGRAM REVENUE: This account reports fees charged by the parish for parish programs (Christian formation, day care, preschool, lectures, senior citizen events, social events (trips, etc). Individual project codes can be set up for individual events. This account would also record the revenue associated with parish hall and other facilities usage where there is no lease.

4113 RELIGIOUS ARTICLES FOR SALE REVENUE: Reports revenue for sale of religious items sold by the parish.

4114 RELIGIOUS ARTICLES FOR SALE EXPENSE (contra revenue): Reports direct expenses only for cost of religious articles for sale (inventory) and does not include an allocation of parish overhead, donations to charity, or purchase of specific items for the parish.

4115 GIFT SHOP SALES REVENUE: Reports gross revenue for gift shop gross sales.

4116 GIFT SHOP SALES EXPENSE (contra revenue): Reports gift shop direct expenses only and does not include an allocation of parish overhead.

4117 TUITION AND FEES (PRESCHOOL): Record gross tuition revenue received for parish preschool and/or daycare.

4118 AUXILIARY ORGANIZATION REVENUE: All entities using the parish federal identification number, or advertising as being an organization of the parish (by using parish’s name), must be recorded on the parish books (balance sheet and income statement). Record all gross revenue associated with auxiliary organizations in this line item. If an auxiliary organization does not have a separate checking account, a project code may be set up to track rolling balances for the organization.

4119 AUXILIARY ORGANIZATION EXPENSE (contra revenue): All entities using the parish federal
identification number or advertising as being an organization of the parish (by using parish’s name) must be recorded on the parish books (balance sheet and income statement). Record all expenses associated with auxiliary organizations in this line item. If an auxiliary organization does not have a separate checking account, a project code may be set up to track rolling balances for the organization.

4120 REAL ESTATE LEASE RENTAL INCOME: Revenue received by the parish that is derived from a signed lease agreement that has been reviewed and approved by the diocesan Director of Real Estate and Director of Risk Management. Expenses that are directly related to the rental may be “netted” against the income. Overhead allocation of indirect expenses cannot be netted against rental income. This account does not include income for fees associated with rent of parish space (i.e. parish social hall) as this revenue should be included in account 4112 Fee Revenue.

4121- ADVERTISING: Record proceeds from bulletin advertising.

4122- FEES EXPENSE (contra revenue): Record disbursements associated parish pass through activity (revenue recorded in 4112). For example: parish collects $50 per person for annual parish ski trip. The parish would deposit the $50 at account 4112. When the funds are disbursed to the ski lodge for $45 per person for a ticket, the expense would be coded to 4122.

4200 DIVIDEND AND INTEREST INCOME: Dividend and interest income earned by the parish on all parish investments. This includes interest and dividend income on checking accounts, savings accounts, certificates of deposit, bonds, mutual funds, stocks, etc. where applicable.

4201 UNREALIZED GAIN (LOSS) ON INVESTMENTS: This account represents the unrealized gain/loss on investments (change in market value) for each month, quarter or year. These amounts are not “cash in hand” but rather the value of the investment at the end of a given reporting period for which the investment could be sold.

4202 REALIZED GAIN (LOSS) ON INVESTMENTS: Record realized gain (loss) on parish investments. Typically this will be recorded upon the sale of investments and may appear as capital gains/losses on year end brokerage statements.

4203 ENDOWMENT FUND DRAW: To record transfer of funds from endowment fund to parish operations. Includes principal contributed, interest, dividends, and gains that have accumulated on an exempt basis.

4300 GRANTS- DIOCESAN: Proceeds received from diocesan grants. Example include: Home Missions Grant Fund, Respect life, Mission Co-op, etc. (Not subject to Cathedraticum)

4301 GRANTS- NON DIOCESAN: Proceeds received from a qualified granting agency for a specific purpose. All supporting documentation must be retained by the parish.

4302 GAIN/LOSS ON DISPOSITION OF ASSETS: Credit to this account the difference between the selling price of a fixed asset and the net book value of the fixed asset (historical cost less accumulated depreciation). This account is only to be used if the asset is capitalized property on
4303 PARISH CHARITIES COLLECTION: Gross proceeds received as donations for special parish charities and are to be used exclusively for parish charities. Parish charities are intended to assist individuals in need in the local community. Examples of such charities include food pantry, coat closet, local 501(c)3 organizations, etc. This does not include parish programs such as justice and peace (financial support granted to individuals, e.g., utility bills, rent/mortgage assistance, hotel stays, grocery cards, etc.), collections for seminaries, collections for other dioceses or designated contributions. These funds must be generated by a special collection separate from normal offertory collection. Funds cannot be allocated from offertory collection.

4304 INSURANCE PROCEEDS: Proceeds for insurance losses under the Diocesan Self Insurance Program. Whenever the parish incurs a loss for a covered event, the insurance carrier will pay the parish directly for its loss. The parish will then pay vendors directly for costs of repairs.

4305 ANNUAL DIOCESAN APPEAL- PARISH SHARE: Quarterly proceeds from Diocese for monies raised by the parish for the Annual Diocesan Appeal.

4306 LIVING OUR MISSION- PARISH SHARE: Quarterly proceeds from Diocese for monies raised by the parish for Living Our Mission Capital Campaign.

4307 SPECIFIC EXEMPTION FROM BISHOP: This account is to be used for rare and isolated situations and must be supported by a letter from the Bishop of Richmond that specifically states the fiscal year the approval is effective. Approval is not precedent for future years and there is no exemption after the stated date in the approval letter, unless an extension is granted in an updated letter. This should be completed prior to the beginning of the fiscal year, if possible, during budget preparation.

4500 MISCELLANEOUS INCOME: Record proceeds for all other general parish income.

4999 TRANSFERS IN/OUT- This account is to be used when transferring cash between bank accounts within the same entity and a manual check is being prepared. The account disbursing the funds has a check posted to 4999 and the account receiving the funds records a deposit to 4999.

If funds are transferred between accounts within the same entity using electronic funds transfer, a journal entry is the preferred method of recording the transaction (debiting one cash account and crediting the other).

EXPENSE

5100 SALARY PRIEST: Charge to this account the amount of gross compensation associated with pastor, parochial vicar or other assigned clergy to the parish.

5101 SUBSTITUTE CLERGY STIPENDS: Charge to this account the cost of extra clergy for additional assistance provided to the parish (substitute priests). This can also include mileage reimbursement and meals for substitute priests.
5102 PRIEST PENSION ASSESSMENT: The account records the assessment for priest pension fund and is charged for each priest assigned to the parish.

5103 PRIEST RETIRED HEALTH INSURANCE: The account records the assessment for priest retired health insurance fund and is charged for each priest assigned to the parish.

5104 PRIEST LONG TERM CARE ASSESSMENT: The account records the assessment for priest long term care fund and is charged for each priest assigned to the parish.

5105 PRIEST 403(B) MATCH: Charge to this account the 403(b) employer matching expense on behalf of all Priests enrolled in the program.

5106 PRIEST MEDICAL AND DENTAL INSURANCE: Charge to this account expenditures for Priests medical and dental insurance and any expenses incurred by the parish to reimburse priests for the deductible portion of medical expenses, after priest pays the first $750 per year out of pocket.

5108 PRIEST DISABILITY INSURANCE: Charge to this amount the monthly bill for priests’ disability which covers short-term and long-term disability insurance, basic life insurance, and the Employee Assistance Program for priests.

5109 PRIEST AUTO ASSESSMENT: This account records the amount paid to the diocese to fund the priest auto fund for each priest assigned to a parish.

5110 PRIEST AUTO EXPENSE REIMBURSEMENT: This account records the amount paid for gasoline, car insurance, and normal repairs and maintenance for the priest vehicle regardless if paid on behalf of or through reimbursement to the priest.

5111 PRIEST GYM MEMBERSHIP: Record reimbursement of priest gym expenses up to the amount stated in the annual budget packet. This may include but is not limited to: gym membership, purchase of exercise equipment, etc.

5112 PRIEST RETREAT/CONVOCATION COSTS: Record the annual cost of priest’s convocation and retreats up to the amount stated in the annual budget packet.

5113 PRIEST CONTINUING EDUCATION: Record the cost of priest continuing education costs up to the amount stated in the annual budget report. This may include but is not limited to: books, classes, webinars, etc.

5114 PRIEST MOVING EXPENSES: Record the cost associated with priest assignment changes and the related moving costs as outlined in the annual parish budget packet.

5130 RELIGIOUS SRS & BRS COMPENSATION: Charge to this account the amount of gross compensation associated with Religious Sisters and Brothers.

5131 RELIGIOUS SRS & BRS HEALTH INSURANCE: Charge to this account expenditures for Religious Sisters and Brothers medical and dental insurance.
5132 RELIGIOUS SRS & BRS HOUSING: Charge to this account the cost of providing housing for Religious Sisters and Brothers. (Facility costs relating to parish convents should be charged to accounts 5130 to 5146.)

5133 RELIGIOUS SRS & BRS FICA: Charge to this account the employer’s portion of FICA for Deacons and lay employees

5134 RELIGIOUS SRS & BRS CONTINUING EDUCATION: Record the cost of continuing education expense. This may include but is not limited to: books, classes, webinars, etc.

5135 RELIGIOUS SRS & BRS CAR ALLOWANCE: Record any applicable car allowance paid out on behalf of a religious brother or sister.

5136 RELIGIOUS SRS & BRS RETREAT COSTS: Record the annual cost of priest’s convocation and retreats up to the amount stated in the annual budget packet.

5137 RELIGIOUS SRS & BRS RETIREMENT: Charge to this account retirement paid on behalf of the religious personnel working in the parish.

5138 DEACON RETREAT: Record the annual cost of deacon retreat up to the amount stated in the annual budget packet.

5139 DEACON CONVOCATION: Record the annual cost of deacon convocation up to the amount stated in the annual budget packet.

5150 SALARIES- LAY AND DEACON: Charge to this account the gross amount of salaries for Deacons and lay employees (full-time, permanent part-time and temporary).

5152 EMPLOYER PAYROLL TAXES- SOCIAL SECURITY AND MEDICARE: Charge to this account the employer’s portion of FICA for Deacons and lay employees.

5153 LAY HEALTH INSURANCE: Charge to this account the employer’s portion of lay and deacon employees medical insurance costs.

5154 LAY DENTAL INSURANCE: Charge to this account the employer’s portion of lay and deacon employees’ dental insurance costs.

5156 LAY PENSION: This account records the employer’s contribution to the Lay employee pension plan for all employees working more than 20 hours per week.

5157 LAY 403(B) MATCH: This account records the employer’s matching contribution to employee 403(b) accounts for all employees working more than 20 hours per week.

5158 EMPLOYER PAID BENEFITS PREMIUM: The Lay Employer Paid Employee Benefits premium includes short-term and long-term disability insurance, basic life insurance, accident, dismemberment & death insurance, and the Employee Assistance Program.
5159 PAYROLL PROCESSING FEES: Record fees associated with payroll processing.

5160 UNEMPLOYMENT EXPENSE: As of January 1, 2019 and with your bi-weekly payroll cycle, charge to this account expenses associated with the diocesan unemployment program as calculated based on gross wages of employees.

5161 WORKER’S COMPENSATION: Through December 31, 2018, this is charged as a portion of parish’s property and liability insurance at 5605. As of January 1, 2018, all charges specific to worker’s compensation will be separated from the monthly bill for property and liability insurance and will be swept during the bi-weekly payroll run.

5189 REIMBURSED CLUSTER EXPENSES- PERSONNEL (CONTRA): Record to this account proceeds received from clustered parishes for shared personnel costs. Gross personnel expenses should have been recorded in 5100-5161. Reimbursement of cluster expenses- non personnel should be posted to 5619.

5190 SEMINARIAN COSTS: Record the salary and associated costs for a seminarian assigned to the summer assignment or pastoral year.

5200 PROGRAM/EVENT EXPENSE: Charge to this account the cost of events/programs sponsored by the parish. Unique project codes should be established for each parish event. As an alternative to using this account, expenditures may be charged to the applicable expense account, i.e., postage to mail announcements of the event may be charged to Postage, and the applicable project code.

5201 PROGRAM SUPPLIES: Charge to this account the cost of materials and supplies for parish ministries/programs (other than office supplies and curriculum materials).

5202 RELIGIOUS SUPPLIES: Charge to this account expenditures for sanctuary supplies, altar bread and wine, chalices, ciborium, vestments, missalettes, hymnals, choir expense, candles, etc.

5203 FLOWERS: Charge to this account the cost of flowers purchased for the parish.

5204 MUSIC: Charge to this account all music related expenses, including copyright costs.

5205 BULLETIN/ WORSHIP AID EXPENSES: Charge to this account all direct expenses associated with production bulletin and worship aid expenses.

5206 COLLECTION ENVELOPE SUPPLIES: Charge to this account expenditures for parish collection envelopes.

5207 CURRICULUM/ INSTRUCTIONAL EXPENSES: Charge to this account the cost of curriculum and other instructional expenses related to Religious Formation and Preschool programs.

5208 VEHICLE LEASE: Charge to this account expenditures to lease a vehicle.
5209 VEHICLE MAINT., INSURANCE AND GAS: Charge to this account expenditures to repair, and maintain vehicles, including gasoline, tires, etc.

5210 MILEAGE REIMBURSEMENT: Charge to this account mileage reimbursement paid to priests and lay personnel for use of personal vehicles on parish business at the Diocesan approved rate per mile.

5211 TRAVEL AND MEAL EXPENSE: Charge to this account expenditures relating to travel (other than mileage reimbursement) i.e., transportation, lodging, etc. and meals while on parish business.

5212 PROFESSIONAL SERVICES AND FEES: Charge to this account expenditures for professional services, i.e., accounting services, computer consultants, legal, etc.

5213 HOSPITALITY/ SOCIAL FUNCTIONS: Charge to this account expenses with providing hospitality at the parish.

5214 FOOD AND DRINK: Charge to this account expenses with food and drink purchased by the parish.

5215 PAYROLL SERVICE FEES: Record fees associated with payroll processing.

5216 ACCOUNTING SOFTWARE FEES: Charge to this account the expenditures for monthly fees associated with use of ParishSoft Accounting.

5217 BANK CHARGES & CCF FEES: Charge to this account expenditures for bank service charges, returned check fees, other service related charges from the bank, Catholic Community Foundation investment fees, and other financial service related fees.

5218 ONLINE GIVING/ CC MERCHANT FEES: Charge to this account expenditures for credit card fees and online giving fees.

5219 PENALTIES/INTEREST: Charge to this account any penalties and interest incurred by the parish. This does not include interest expense associated with notes payable (5300).

5220 BACKGROUND SCREENING: Charge to this account expenses associated with employee background screening.

5221 OFFICE SUPPLIES: Charge to this account expenditures for the purchase of stationery, printing, toner cartridges and general office supplies.

5222 POSTAGE: Charge to this account expenditures for the purchase of postage, rental and usage charges for postage meters, express mail and delivery services.

5223 COPYING: Charge to this account expenditures for the purchase of copy paper, toner and other copy supplies, and rental and usage charges for photocopiers.
5224 COMMUNICATIONS: Charge to this account expenditures relating to print and other medium communication materials.

5225 SMALL OFFICE EQUIPMENT AND FURNITURE: Charge to this account expenditures for office equipment and furniture (other than computers, printers and related items) which are not capitalized, (i.e. <$2,500 or with a useful life of less than 1 year).

5226 COMPUTER EQUIPMENT: Charge to this account expenditures for computers, printers and peripheral equipment which are not capitalized, (i.e. <$2,500 or with a useful life of less than 1 year). Also, charge to this account expenditures to repair and maintain computers, printers and peripheral equipment, including maintenance agreements in which a vendor services computer equipment on a regularly scheduled basis.

5227 TAXES/LICENSES PERMITS: Charge to this account property tax payments to the city and county for property which does not qualify as tax-exempt. This account is used to record the real estate taxes assessed to any parish property by the local municipalities. This account records personal property taxes on vehicles owned by the parish or other personal property taxed by the local municipalities.

5228 PROFESSIONAL DEVELOPMENT: Charge to this account expenditures for programs, seminars, conferences, etc. that will enhance the professional development of parish priests and staff.

5229 BOOKS AND PERIODICALS: Charge to this account expenditures for the purchase of books, magazines, and newspaper.

5230 SUBSCRIPTION AND DUES: Charge to this account the cost of dues and subscriptions for membership associations of clergy and lay personnel.

5232 HONORARIUM: Charge to this account any gifts as tokens of appreciation (i.e. gift card for volunteer gratitude). An honorarium is typically small and not intended to reflect what the person's time is truly worth. This account should not be used to account for fees for services rendered.

5299 MISCELLANEOUS: Charge all other general parish expenditures to this account that aren’t readily classified into other expense accounts.

5300 INTEREST EXPENSE ON LONG TERM DEBT: Charge to this account interest expense on all parish debt.

5301 PRINCIPAL PAYMENTS ON LONG TERM DEBT (BUDGET ONLY): Use this account to budget principal payments of debt for cash flow management. Actual principal payments on debt will not be recorded to this account and should be debited to the long-term debt liability on the balance sheet.

5400 DONATIONS TO POOR: Charge to this account payments made to assist the poor, indigent, and otherwise needy.
5401 DONATIONS TO ORGANIZATIONS: Charge to this account payments made to assist the poor, indigent, and otherwise needy.

5402 DONATIONS TO OTHER PARishes: Charge to this account payments made to assist the poor, indigent, and otherwise needy.

5403 MATERIAL ASSISTANCE-FOOD: Charge to this account payments made to assist the poor, indigent, and otherwise needy.

5404 MATERIAL ASSISTANCE-UTILITIES: Charge to this account payments made to assist the poor, indigent, and otherwise needy.

5405 MATERIAL ASSISTANCE-HOUSING: Charge to this account payments made to assist the poor, indigent, and otherwise needy.

5406 MATERIAL ASSISTANCE-OTHER: Charge to this account payments made to assist the poor, indigent, and otherwise needy.

5407 OTHER OUTREACH: Charge to this account payments made to assist the poor, indigent, and otherwise needy.

5600 DEPRECIATION: Charge to this account depreciation expense on land improvements, buildings, building improvements, vehicles, equipment and furnishings.

5601 EQUIPMENT AND FURNISHINGS: Charge to this account expenditures for the purchase of equipment, furniture and furnishings, other than computers, and office equipment and furniture (which are not capitalized, i.e. <$5,000 or with a useful life of less than 1 year).

5602 REPAIRS AND MAINTENANCE: Charge to this account expenditures to repair and maintain buildings, equipment, furniture and furnishings, computers, copiers and postage meters. Charge to this account expenditures to repair and maintain buildings. This also includes operating systems which are an integral part of the building, i.e., HVAC, electrical, plumbing, etc. Also charge to this account building improvements which are not capitalized. This account should be used to record repairs and maintenance to parish assets. Examples include the repair of light fixtures, repair of a lawn mower, repair of HVAC, roof and windows, etc. These costs are not capitalized. This account should not be used to record capital assets.

5603 JANITORIAL SERVICES AND SUPPLIES: Charge to this account expenditures for janitorial services and janitorial supplies, including trash removal services.

5604 GROUNDS MAINTENANCE: Charge to this account expenditures to maintain the grounds, including grass cutting, landscaping, repairs to parking lots, sidewalks, etc. A subaccount may be used to separately record snow removal expense.

5605 PROPERTY AND LIABILITY INSURANCE: Charge to this account payments made for property, liability and workers’ compensation insurance. Also charge payments made to pay non-covered
claims and claims payments that fall within the policy deductible.

5606 PROPERTY TAXES: Charge to this account property tax payments to the city and county for property which does not qualify as tax-exempt.

5607 BUILDING RENT: Charge to this account expenditures for the rent or lease of facilities.

5608 ELECTRICITY: Charge to this account payments made for electricity.

5609 HEAT: Charge to this account payments made for heating oil.

5610 GAS: Charge to this account all utility expenses associated with gas services.

5611 WATER & SEWER: Charge to this account payments made for water and sewer services.

5612 STORMWATER: Charge to this account city or county storm water payments.

5613 GARBAGE: Charge to this account expenses associated with trash removal and recycling.

5614 SECURITY: Charge to this account expenses associated with parish security (i.e. security systems, hired security contractors, etc).

5615 TELEPHONE/INTERNET/CABLE TV: Charge to this account payments made for telephone service, internet access and cable TV. This includes installation charges, fax service and long-distance telephone calls.

5616 MAINTENANCE CONTRACTS: Charge to this account maintenance agreements on fixed assets in which a vendor services equipment on a regularly scheduled basis.

5617 RECTORY FOOD: Charge to this account food and household items purchased for use in the priest’s residence. (Facility costs relating to the priest’s residence should be charged to accounts 5130 to 5146.)

5618 RECTORY INCIDENTALS/SUPPLIES: Charge to this account food and household items purchased for use in the priest’s residence. (Facility costs relating to the priest’s residence should be charged to accounts 5130 to 5146.) Charge to this account the costs associated with operating the rectory of the parish, including food, housecleaning, utilities etc.

5619 REIMBURSED CLUSTER EXPENSES-NON-PERSONNEL (CONTRA): Record to this account proceeds received from clustered parishes for shared non personnel costs. Reimbursement of cluster expenses- personnel should be posted to 5189.

5620 CAPITAL IMPROVEMENTS (BUDGET ONLY): Budget in this account any major capital improvements that will occur during a given fiscal year. This budget should not represent normal repairs and maintenance for the parish, but as a placeholder for capitalizable improvements that will be recorded on the Statement of Financial Position as a depreciable asset. The actual activity in this account should be $0 as of June 30 each year.
5738 MARKETING: Charge to this account any marketing costs associated with the parish.

5739 ADVERTISING: Charge to this account any advertising costs associated with the parish.

5740 PUBLIC RELATIONS: Charge to this account any public relations costs associated with the parish.

5900 CATHEDRATICUM ASSESSMENT: Charge to this account the amounts billed for cathedraticum.

5901 CATHOLIC VIRGINIAN ASSESSMENT: Charge to this account the amount billed for the cost for the Diocesan newspaper.

5902 PARISH SHARING ASSESSMENT: The parish sharing assessment is billed monthly to all parishes to assist with the shared support of the Catholic schools throughout our Diocese and is based off parish income and geographic proximity to a Catholic elementary or high school. Annually, the diocese issues parish sharing assessment letters to all parishes stating the amount to budget for the next fiscal year.

5903 SCHOOL SUBSIDY-CATHOLIC SCHOOLS: Charge to this account direct support of the parish school. Charge to this account subsidies to Catholic Schools other than the parish school.

5904 MADONNA HOUSE ASSESSMENT: This account records the assessment for the medical insurance paid for the employees of Madonna House in Roanoke, Virginia.