INTRODUCTION

On July 1, 2019, all schools 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 schools. Furthermore, the chart of accounts is structured to provide clear and transparent financial reporting through use of funds (entities) and provides better reporting for school stakeholders. Specifically, the chart of accounts structure separates the activities associated with school operations from funds that may have more irregular reporting (plant, capital campaign, and endowment) and do not affect the day to day operations of the school.

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 principals.

Restricted (by donor) and designated (by school) funds can be tracked in several ways to maintain integrity of funds spent. These include, specified cash and savings accounts, dedicated accounts, and project codes.
The structure of the Chart of Accounts 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 4 entities or funds (School Operations, Plant, Endowment, and Capital Campaign) to allow for better reporting of school activity. Schools will utilize some or all entities listed below dependent on school situation.

**School Operations Fund (S)** - This entity reports the day to day operational activity of the school. 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 school 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 school 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 school has launched a local capital campaign. Each school must receive the approval from the Office of Catholic Schools in advance of any campaign.

The design of any capital campaign more than one times annual revenue must 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.

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

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

**SCHOOL** *(S)*

**Administration (10)**

- Administration (01) *(ADM)*
- Development (02) *(DEV)*
- Guidance and Counseling (03) *(GUI)*
- Health (04) *(HEA)*
- Admissions (05) *(AMS)*

**Instructional (11)**

- Instructional- General (11) *(ING)*
- Instructional- Lower School (12) *(ILS)*
- Instructional- Middle School (13) *(IMS)*
- Instructional- Upper School (14) *(IUS)*

**Resource (12)**

- Art (21) *(ART)*
- Library (22) *(LIB)*
- Music (23) *(MUS)*
- Physical Education (24) *(PHY)*

**Student Programs and Activities (13)**

- Programs (31) *(PRO)*
- Activities and Clubs (32) *(ACT)*
- Campus Ministry (33) *(CAM)*
- Summer Camp (34) *(SUM)*

**Athletics (14)**

- Athletics (41) *(ATH)*

**Transportation (15)**
Owned Vehicles (51) (OWN)
Outsourced Vehicles (52) (OUT)

Cafeteria (16)
  Cafeteria (61) (CAF)

Facilities (17)
  Facilities (60) - FAC

Preschool/ Pre-Kindergarten (18)
  Preschool/ Pre-Kindergarten (81) (PRE)

Extended Care (19)
  Extended Care (91) (EXT)

Auxiliary Organizations (20)
  PTO/ HSA (95) (PTO)
  Bingo (96) (BIN)
  School Store (97) (STO)
  Auxiliary Organizations (98) (AUX)

  Plant (F)
  Plant Fund (30)
    Plant (39) (PLT)

  Endowment (E)
  Endowment (40)
    Endowment (49) - END

  Capital Campaign (D)
  Capital Campaign (50)
    Capital Campaign (59) - CMP
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 school checking account other than funds received or disbursed which are either designated by the school or restricted by the donor to a purpose (unrestricted).

1102 CASH, CHECKING ACCOUNT-DESIGNATED: Record to this account deposits and disbursements to/from the school checking account which are not restricted in purpose by the donor but have been designated by the Pastor, Principal or School Board to be used for a certain purpose. This may include money market or CD accounts.

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

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 school savings account (deposits, checks, bank adjustments and charges, etc.) other than funds received or disbursed which are either designated by the school 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 school savings account which are not restricted in purpose by the donor but have been designated by the Pastor, Principal or School Board 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 school savings account which are restricted by the donor for a certain purpose. This may include money market or CD accounts.

1150 INVESTMENTS-GENERAL: Record to this account deposits, disbursements and unrealized gains or losses for all school investments that are unrestricted in purpose.

1151 INVESTMENTS-DESIGNATED: Record to this account deposits, disbursements and unrealized gains or losses for all school investments which are not restricted in purpose by the donor but have been designated by Pastor, Principal or School Board to be used for a certain purpose.
1152 INVESTMENTS-RESTRICTED: Record to this account deposits, disbursements and unrealized gains or losses for all school investments which are restricted by the donor for a purpose.

1153 OTHER INVESTMENTS: Record to this account deposits, disbursements and unrealized gains or losses for all other school investments that cannot be classified in accounts 1150-1152.

1154 ENDOWMENTS WITH THE CATHOLIC COMMUNITY FOUNDATION: Record to this account deposits, disbursements and unrealized gains or losses for all school 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 TUITION AND FEES RECEIVABLE: Record to this account tuition and fee revenue earned but not yet received.

1202 RECEIVABLES: Record to this account all other amounts due to the school that are not tuition or fees.

1203 PREPAID EXPENSES & DEPOSITS: Record to this account all activity pertaining to deposits and other school expenditures made in advance of receiving the service or product.

1204 INVENTORY: Record to this account all activity pertaining to physical inventory on hand used in generating revenue for the benefit of the school. Examples include Scrip gift cards, religious articles held for sale, books held for sale, school store inventory, 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)

2100 ACCOUNTS PAYABLE: Record to this account all unpaid invoices for services or products received. All invoices should be recorded into the system based on invoice date, not date bill is received or paid.

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. (i.e. summer salaries and benefits)

2203 CUSTODIAL OBLIGATIONS-OTHER: Record to this account receipts held for others where the school is a pass-through entity.

2399 OTHER DIOCESAN COLLECTIONS: National or local collection(s) required to be taken up in each school and forwarded to the diocese who transmits to the agency/program for which it was collected. (i.e. collections for national disasters)

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. (Example: Tuition monies collected in one year that are for a future school year).

2999 DUE TO/DUE FROM: The Due To/Due From is a system generated account that provides a means for the school to record transactions between entities in your organization, whereby you can track debits and credits and keep them constantly in balance. Whenever a transaction occurs between entities, the system automatically creates a counter entry in each entity’s Due To/Due From account so that the Due To/Due From accounts are always equal. When transaction entries are consolidated across entities, the amount will always equal $0.00.

The Due To/From accounting feature offers all users the advantage of being able to keep the finances of each entity separate from one another and properly balanced with independent Statements of Financial Position. Users can easily reconcile which accounts money is due to and due from.
**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 school would like to accurately track significant donations separate from the income statement. The school 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 school. Examples of donor stipulations that constitute a restriction include funding for: a specific school event, a specific school mission trip, a scholarship program for school students, a specific charitable appeal, and the purchase of a statue.

**Statement of Activities**

**REVENUES**

4000 TUITION: Record tuition payments (net of discounts and financial aid) received.

4001 PRIOR YEAR TUITION: Record prior year tuition payments received that are not already accounted for in account 1201. Schools should not have an amount budgeted in 4001.

4100 PARISH SHARING FINANCIAL AID: Record financial aid payments derived from the diocesan parish sharing assessment (4 payments per year).

4101 MCMAHON-PARATER FOUNDATION FINANCIAL AID: Record financial aid payments derived from McMahon Parater Scholarship Foundation (unrestricted and/or restricted) that are not EISTC.

4102 EISTC – MCMAHON PARATER: Record EISTC financial aid payments received from McMahon Parater Scholarship Foundation.

4103 EISTC – OTHER ORGANIZATIONS: Record EISTC financial aid payments received other
scholarship organizations.

4104 LOCAL FUNDED FINANCIAL AID: Record funded financial aid from local school resources.

4105 OTHER FUNDED FINANCIAL AID: Record all other funded financial aid that cannot be readily categorized in accounts 4100-4104.

4200 DIOCESAN PARISH SHARING SUBSIDY: Record operating subsidy payments received from diocesan parish sharing assessment.

4201 PARISH SUBSIDY: Record operating subsidy payments received directly from parish to pay for the normal day to day operations of the school and are considered unrestricted.

4203 OTHER SUBSIDY: Record other subsidies received to pay for the normal day to day operations of the school and are considered unrestricted.

4300 REGISTRATION FEE: Record all registration fees received.

4301 APPLICATION FEE: Record all application fees received.

4302 CURRICULUM/MATERIALS FEE: Record fees charged to students for curriculum and materials.

4303 TEXTBOOK FEE: Record fees charged to students for textbooks.

4304 TECHNOLOGY FEE: Record fees charged to students for technology.

4305 UNIFORM FEE: Record fees charged to students for uniforms.

4306 STUDENT ACCIDENT INSURANCE FEE: Record fees charged to students for student accident insurance.

4307 EXTENDED CARE FEE: Record amounts charged for extended care (before and/or after care).

4308 TESTING FEE: Record fees charged to students for testing.

4309 SERVICE/VOLUNTEER HOURS FEE: Record fees charged to parents in lieu of required volunteer hours.

4310 BACKGROUND SCREENING FEE: Record fees charged for background screening.

4311 OTHER FEES: Record any other fees received by the school.

4312 LATE CHARGES: Record late fees charged and received by the school.

4313 TUTORING FEE: Record fees charged and received by the school for student tutoring that
occurs on school grounds. All teachers performing tutoring should be compensated for additional tutoring compensation through payroll.

**4314 TRANSPORTATION FEE:** Record fees charged to families for transportation.

**4400 DONATIONS:** Record donations to the school that are unrestricted in purpose.

**4401 RESTRICTED DONATIONS:** Record donations to the school that are restricted for a certain purpose. 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.

**4402 ANNUAL FUND:** Record funds received for the school’s annual fund. Unrestricted and restricted contributions can be recorded here with restricted donations tracked through projects, if applicable.

**4403 MAJOR GIFTS:** Record major gifts derived through development efforts. Dollar thresholds for major gifts vary by school.

**4404 BEQUESTS:** Record gross proceeds received from the estates of donors’ or other benefactors of the school. These include gifts of equity, life insurance, real estate, personal property, or cash. 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.

**4405 PLANNED GIVING:** Record any planned gift that is considered major in nature that is during the lifetime of a donor as part of a donor’s overall financial and/or estate planning. These include gifts of equity, life insurance, real estate, personal property, or cash.

**4406 SPECIAL EVENTS:** Record funds derived through special events. Individual special events can be tracked through project codes, if applicable. (ex: Auction, Gala, Fun Run).

**4407 GRANTS:** Record gross proceeds from grants (diocesan or outside agency). All supporting documentation must be retained by the school.

**4500 PROGRAM AND ACTIVITY INCOME:** Record fees charged by the school for school programs. Individual project codes can be set up for individual programs/events.

**4501 FUNDRAISING ACTIVITY INCOME:** Record revenue from school fundraising events that are raised for a special school activity or program. Such events could involve receiving funds from parents or alumni as well as the local community outside of the school. Schools may use a unique department or project code to track each fundraising activity. (i.e. bingo, Scrip, bazaar, festival, bake sale, raffle, etc.).

**4502 CAFETERIA INCOME:** Record to this account any income derived for student lunch.

**4503 COMMISSIONS:** Record to this account any commissions and/or rebates received from certain programs. Examples may include: Box Top rebates, uniform store rebates, school
pictures rebates, grocery store rebates, amazon rebates, vending machines, etc.

4504 GATE RECEIPTS: Record to this account income received for admissions/tickets to school sporting events.

4505 CONCESSIONS: Record to this account funds received for concession sales for school events.

4506 AUXILIARY ORGANIZATIONS REVENUE: All entities using the school federal identification number, or advertising as being an organization of the school (by using school’s name), must be recorded on the school 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.

4600 LEASE RENTAL INCOME: Record revenue received by the school 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.

4601 RENT FROM USE: Record revenue received for rent of school space not associated with a lease agreement.

4602 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 the Statement of Financial Position.

4604 INSURANCE PROCEEDS: Record proceeds for insurance losses under the Diocesan Self Insurance Program. Whenever the school incurs a loss for a covered event, the insurance carrier will pay the school directly for its loss. The school will then pay vendors directly for costs of repairs. If the proceeds were for items recorded in the Plant Fund (capitalizable assets), please record the deposit to 4604.00PLTF. If the proceeds are related to non-capitalizable assets, please record the deposit to 4604.00ADMS.

4700 DIVIDEND AND INTEREST INCOME: Record dividend and interest income earned by the school on all school investments. This includes interest and dividend income on checking accounts, savings accounts, certificates of deposit, bonds, mutual funds, stocks, etc. where applicable.

4701 UNREALIZED/REALIZED GAIN (LOSS) ON INVESTMENTS: Record 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.

4702 REALIZED GAIN (LOSS) ON INVESTMENTS: Record realized gain (loss) on school investments. Typically, this will be recorded upon the sale of investments and may appear as capital gains/losses on year end brokerage statements.
4800 ENDOWMENT FUND DRAW (BUDGET ONLY): Record transfer of funds from endowment fund to school operations. Includes principal contributed, interest, dividends, and gains that have accumulated on an exempt basis.

4801 LIVING OUR MISSION INCOME: Record revenue received from parish derived from Living Our Mission capital campaign for school projects.

4900 MICELLANEOUS INCOME: Record proceeds for all other general school income that cannot be classified elsewhere.

4998 TRANSFERS IN OF CAPITAL RESERVE: This account is to be used when fund from school operations to the plant fund to put aside reserves for future major capital improvements. See account 5621.

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 disbursement 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).

EXPENSES

Note: Accounts 5100-5114 are built into the current chart of accounts database but have not been activated for use by the diocese. These accounts were added into the system so that if in the future a priest is assigned at a school, salary and benefits can be expensed accordingly.

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

5101 SUBSTITUTE CLERGY STIPENDS: Charge to this account the cost of extra clergy for additional assistance provided to the school (substitute priests). This can also include mileage reimbursement and meals for substitute priests.

5102 PRIEST PENSION ASSESSMENT: Charge to this account the assessment for priest pension fund and is charged for each priest assigned to the school.

5103 PRIEST RETIRED HEALTH INSURANCE: Charge to this account the assessment for priest retired health insurance fund and is charged for each priest assigned to the school.

5104 PRIEST LONG TERM CARE ASSESSMENT: Charge to this account the assessment for priest long term care fund and is charged for each priest assigned to the school.

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 school 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: Charge to this account the amount paid to the diocese to fund the priest auto fund for each priest assigned to a school.

5110 PRIEST AUTO EXPENSE REIMBURSMENT: Charge to this account 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: Charge to this account the 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: Charge to this account the annual cost of priest’s convocation and retreats up to the amount stated in the annual budget packet.

5113 PRIEST CONTINUING EDUCATION: Charge to this account 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: Charge to this account the cost associated with priest assignment changes and the related moving costs as outlined in the annual school 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 school convents should be charged to accounts 5130 to 5146.)

5133 RELIGIOUS SRS & BRS FICA: Charge to this account the employer’s portion of FICA religious brothers and sisters, if applicable.

5134 RELIGIOUS SRS & BRS CONTINUING EDUCATION: Charge to this account the cost of continuing education expense. This may include but is not limited to: books, classes, webinars, etc.
5135 RELIGIOUS SRS & BRS CAR ALLOWANCE: Charge to this account any applicable car allowance paid out on behalf of a religious brother or sister.

5136 RELIGIOUS SRS & BRS RETREAT COSTS: Charge to this account the annual cost of retreats.

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

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

5151 STIPENDS: Charge to this account any additional stipends pay to employees, if applicable. All stipends must be paid through payroll.

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

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

5154 DENTAL INSURANCE: Charge to this account the employer’s portion employees’ dental insurance costs.

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

5157 403(B) MATCH: Charge to this account 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: Charge to this account the Employer Paid Employee Benefits premium that includes short-term and long-term disability insurance, basic life insurance, accident, dismemberment & death insurance, and the Employee Assistance Program.

5159 PAYROLL PROCESSING FEES: Charge to this account 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: Charge to this account charges specific to worker’s compensation insurance.

5162 SUBSTITUTE TEACHERS: Charge to this account the gross amount of compensation for substitute teachers.
5189 REIMBURSED CLUSTER EXPENSES- PERSONNEL (CONTRA): Charge to this account proceeds received from other diocesan locations for shared personnel costs. Gross personnel expenses should have been recorded in 5100-5161. Reimbursement of cluster expenses- non-personnel should be posted to 5699.

5200 CURRICULUM/INSTRUCTIONAL EXPENSES: Charge to this account the cost of curriculum and other instructional expenses.

5201 ACCREDITATION/SELF STUDY: Charge to this account expenses associated with accreditation and/or self-study.

5202 TEXTBOOKS: Charge to this account the cost of textbooks.

5203 UNIFORMS: Charge to this account any expenses associated with uniform costs.

5204 FUNDRAISING ACTIVITY EXPENSE: Charge to this account direct expenses only for cost of fundraising events and does not include an allocation of school overhead. Schools may use a unique department or project code to track each significant fundraising activity (i.e. Bingo, Scrip, bazaar, festival, etc.). Those must be posted to specific expense accounts. 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.

5205 PROGRAM/EVENT EXPENSE: Charge to this account the cost of events/programs sponsored by the school. Unique project codes should be established for each school 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.

5206 PROGRAM SUPPLIES: Charge to this account the cost of materials and supplies for school programs (other than office supplies and curriculum materials).

5207 RELIGIOUS SUPPLIES: Charge to this account expenditures for sanctuary supplies, altar bread and wine, chalices, ciborium, vestments, missalettes, hymnals, choir expense, candles, etc.

5208 RETREAT EXPENSES: Charge to this account the annual cost of retreats.

5209 STUDENT LUNCH: Charge to this account direct expenses associated with student lunch.

5211 ACCOUNTING SOFTWARE FEES: Charge to this account the expenditures for ParishSoft Accounting monthly fees.

5212 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.

5213 ONLINE GIVING/CC MERCHANT FEES: Charge to this account expenditures for credit card fees and online giving fees.
5214 PENALTIES/INTEREST: Charge to this account any penalties and interest incurred by the school. This does not include interest expense associated with notes payable (5650).

5215 BACKGROUND SCREENING: Charge to this account expenses associated with employee background screening.

5216 OFFICE SUPPLIES: Charge to this account expenditures for the purchase of stationery, printing, toner cartridges and general office supplies.

5217 POSTAGE: Charge to this account expenditures for the purchase of postage, rental and usage charges for postage meters, express mail and delivery services.

5218 COPYING: Charge to this account expenditures for the purchase of copy paper, toner and other copy supplies, and rental and usage charges for photocopiers.

5219 PRINTING: Charge to this account direct costs of printing (i.e. admissions brochures, etc.).

5220 MILEAGE REIMBURSEMENT: Charge to this account mileage reimbursement paid to personnel or volunteers for use of personal vehicles on school business at the Diocesan approved rate per mile.

5221 TRAVEL & MEAL EXPENSE: Charge to this account expenditures relating to travel (other than mileage reimbursement) i.e., transportation, lodging, etc. and meals while on school business.

5222 PROFESSIONAL SERVICES AND FEES: Charge to this account expenditures for professional services, i.e., accounting services, computer consultants, legal, etc.

5223 HOSPITALITY/SOCIAL FUNCTIONS: Charge to this account expenses with providing hospitality at the school.

5224 FOOD AND DRINK: Charge to this account expenses with food and drink purchased by the school.

5225 PROFESSIONAL DEVELOPMENT: Charge to this account expenditures for programs, seminars, conferences, etc. that will enhance the professional development of school priests and staff.

5226 BOOKS AND PERIODICALS: Charge to this account expenditures for the purchase of books, magazines, and newspapers.

5227 SUBSCRIPTIONS AND DUES: Charge to this account the cost of dues and subscriptions for membership associations.

5228 STUDENT ACCIDENT INSURANCE: Charge to this account the annual premium for student accident insurance.
5229 HONORARIUMS: 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.

5230 COMMUNICATIONS: Charge to this account expenditures relating to print and other medium communication materials.

5231 MARKETING: Charge to this account any marketing costs associated with the school.

5232 ADVERTISING: Charge to this account any advertising costs associated with the school.

5233 PUBLIC RELATIONS: Charge to this account any public relations costs associated with the school.

5234 WEBSITE: Charge to this account expense to maintain the school’s website.

5235 DONATIONS TO CHARITABLE ORGANIZATIONS: Charge to this account payments made to nonprofit organizations that typically perform charitable works including assistance to the poor, indigent, and otherwise needy.

5236 OUTREACH & SOCIAL MINISTRY: Charge to this account payments to support social outreach including assistance to the poor, indigent, and otherwise needy including care and compassion funds.

5237 AUXILIARY ORGANIZATIONS EXPENSE: All entities using the school federal identification number or advertising as being an organization of the school (by using school’s name) must be recorded on the school books (balance sheet and income statement). Charge expenses associated with auxiliary organizations in this line item. If an auxiliary organization does not have a separate checking account or there is more than one auxiliary organization, a project code may be set up to track rolling balances.

5238 STUDENT RECORDS MANAGEMENT: Charge to this account the expenditures for RenWeb student records management.

5239 TESTING: Charge to this account expenditures related to student testing.

5250 BAD DEBT: Charge to this account tuition revenue that is to be written off and will not be included in tuition receivable.

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

5300 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).
5301 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. <$5,000 or with a useful life of less than 1 year).

5302 COMPUTER EQUIPMENT: Charge to this account expenditures for computers, printers and peripheral equipment which are not capitalized, (i.e. <$5,000 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.

5303 SPORTS EQUIPMENT: Charge to this account expenditures for sports equipment (footballs, helmets, track equipment, etc.) which are not capitalized, (i.e. <$5,000 or with a useful life of less than 1 year).

5304 PLAYGROUND EQUIPMENT: Charge to this account expenditures for playground equipment (balls, jump ropes, etc.) which are not capitalized, (i.e. <$5,000 or with a useful life of less than 1 year).

5205 REPAIRS AND MAINTENANCE: Charge to this account expenditures to repair and maintain buildings, equipment, furniture and furnishings, computers, copiers and postage meters. 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 school assets. Examples include the repair of light fixtures, repair of a lawn mower, repair of HVAC, roof and windows, etc.

5306 JANITORIAL SERVICES AND SUPPLIES: Charge to this account expenditures for janitorial services and janitorial supplies, including trash removal services.

5307 LANDSCAPING: 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.

5308 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.

5309 PROPERTY TAXES: Charge to this account property tax payments to the city and county for property which does not qualify as tax-exempt.

5310 BUILDING OR FIELD RENT: Charge to this account expenditures for the rent or lease of facilities or athletic fields.

5311 ELECTRICITY: Charge to this account payments made for electricity.

5312 HEAT: Charge to this account payments made for heating oil.
5313 GAS: Charge to this account all utility expenses associated with gas services.

5314 WATER & SEWER: Charge to this account payments made for water and sewer services.

5315 TELEPHONE: Charge to this account payments made for telephone service. This includes installation charges, fax service, and long-distance telephone calls.

5316 INTERNET: Charge to this account payments made for internet access. This includes installation charges.

5317 CABLE TV: Charge to this account payments made for cable TV. This includes installation charges.

5318 STORMWATER: Charge to this account city or county storm water payments.

5319 GARBAGE: Charge to this account expenses associated with trash removal and recycling.

5320 SECURITY: Charge to this account expenses associated with school security (i.e. security systems, hired security contractors, etc).

5321 MAINTENANCE CONTRACTS: Charge to this account maintenance agreements on fixed assets in which a vendor services equipment on a regularly scheduled basis.

5322 PEST CONTROL: Charge to this account expenses related to pest prevention and control.

5323 FIRE SAFETY/INSPECTION: Charge to this account expenses related to normal fire and safety inspections.

5324 VEHICLE LEASE: Charge to this account expenditures to lease a vehicle.

5325 VEHICLE MAIN., INSURANCE, AND GAS: Charge to this account expenditures to repair, and maintain vehicles, including gasoline, tires, etc.

5326 VEHICLE 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 records personal property taxes on vehicles owned by the school or other personal property taxed by the local municipalities.

5327 BUNDLED TELEPHONE/INTERNET/TV: Charge to this account payments made for bundled telephone service, internet access and cable TV. This includes installation charges, fax service and long-distance telephone calls.

5328 TECHNOLOGY: Charge to this account payments made technology expenses that are not capitalizable assets (see Fixed Asset Policy) or salary and benefits for technology employees.

5329 EQUIPMENT LEASE RENTAL: Charge to this account payments made for equipment leases (copiers, printers, etc).
5600 DEPRECIATION: Charge to this account depreciation expense on land improvements, buildings, building improvements, vehicles, equipment and furnishings.

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 school, 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.

5621 CAPITAL RESERVE (BUDGET ONLY): Budget in this account funds from school operations that will be transferred to a capital reserve account in the plant fund to offset future capital improvements. All schools must budget 2% of revenues annually to be set aside in a Capital Replacement Fund. Parish schools, in lieu of setting aside this 2%, may have an agreement with the parish whereby responsibility for capital improvement contingency rests with the parish. A copy of this agreement must be submitted to the Finance Office with the preliminary budget each year.

5650 INTEREST EXPENSE ON LONG TERM DEBT: Charge to this account interest expense on all school debt.

5651 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.

5699 REIMBURSED NON-PERSONNEL EXPENSES: Record to this account proceeds received from clustered schools for shared non personnel costs. Reimbursement of cluster expenses- personnel should be posted to 5189.