



GOD *grant me*

*the*  
SERENITY *to accept the things  
I cannot change*

*the*  
COURAGE *to change the things  
I can*

*and the*  
WISDOM *to know  
the difference*



QuickBooks

Sage 50

Peachtree



Other



*Take me to  
the  
cloud!*



# Changing to the New “Standardized” Chart of Accounts



# Parish

Revenues

4000's

Church Expenditures

5000's

Rectory Expenditures

6000's

Parish Expenditures

7000's

Revenue and Expenses are “grouped” into “CATEGORIES” defined by Functional Account Codes

# School

Revenues

4000's

Instructional Costs

5000's

Administration Costs

6000's

Plant Costs

7000's

Revenue and Expenses are “grouped” into “CATEGORIES” defined by Functional Account Codes

# PDS & Others Current Account Code Structure

Total Account Code: XXXX

Master & Sub Account: XXXX.XX

Total Revenue or  
Expense Type  
XXXX

Non posting  
account, totals  
a series of  
expenses

Revenue or  
Expense Master  
Account  
XXXX

Account code  
to define an  
expense within  
a category

Revenue or  
Expense  
Sub Account  
.XX

Sub account used  
to break out in  
more detail a  
functional account

**A unique account code is needed for like expenses that occur in each of these 3 areas.**

Church Expenditures

Salaries, Utilities, Repairs & Maintenance

Rectory Expenditures

Salaries, Utilities, Repairs & Maintenance

Parish Expenditures

Salaries, Utilities, Repairs & Maintenance

5000	Salaries - Resident Clergy
5000.01	SALARIES: RESIDENT CLERGY
5000.02	STIPENDS:RESIDENT CLERGY
5010	SALARIES - EXTRA CLERGY
5030	Auto Allowance - Resident Clergy
5040	SALARIES: MUSICIANS
5040.01	SALARY: MUSIC DIRECTOR
5040.02	ORGANIST-PART TIME
5040.04	STIPENDS:MUSICIANS
5100	LITURGICAL EXPENSES
5100.01	CHURCH SUPPLIES
5100.04	Votive Candles & Pamphlet Rack
5100.05	Wedding Coordinators
5100.06	DEACON'S EXPENSES
5100.09	LITURGICAL EXPENSES - OTHER
5110	FLOWERS & ENVIROMENT
5230	MUSIC EXPENSES
5510	CHURCH JANITORIAL SERVICE
5530	UTILITIES-Church Building Electricity
5990	MISCELLANEOUS
5990.03	Memorial Expenditures
5990.04	Other Ministry Expenses

6510	REPAIRS, MAINT., CLEANING
6520	Residence - Water Sewer & Garbage
6530	Utilities - Electricity
6550	TABLE EXPENSE
6560	HOUSEHOLD EXPENSES
6600	Cable/Phone/Internet
6600.01	Utilities-Cable
6600.02	Telephone
6800	CAP. EXP.: RESIDENCES
6810	CAP. EXP.-RESIDENCES' FURN & EC
6990	MISC. (Condo Assn)

7300	SALARIES: RCIA, FAITH FORMATION,
7300.01	Salary -Director Faith Formation
7300.02	Salary-Coordinator Sacrament Prepara
7300.04	Salary-Coordinator Faith Form PreK-5th
7310	FAITH FORMATION EXPENSE
7310.01	Faith Formation - RCIA
7310.02	Faith Formation-School Age
7310.04	Youth Group Activities
7310.05	Sacrament Preparation Expense
7330	CONTINUING ED. & RETREATS
7330.01	Priests' Retreats & Continuing Educatio
7330.02	Books, Periodicals & Internet
7330.03	Parish Retreats & Missions
7330.04	Staff & Volunteer Continuing Education
7350	HOSPITALITY
7350.01	Coffee & Donuts
7350.02	Parish Receptions & Socials
7350.03	Staff Meetings & Luncheons
7350.04	Hospitality - Other
7400	FUNDRAISING EXPENSE
7400.02	FUNDRAISING EXPENSE - GALA
7500	SALARIES: MAINTENANCE
7500.01	Maintenance Technician Hourly
7500.02	Plant Manager
7510	REPAIRS, MAINT & SECURITY
7510.01	Repairs & Maintenance Supplies
7510.02	Repairs & Maintenance Equipment
7510.03	Plant Security & Pest Control
7510.05	Maintenance Contract Labor
7520	MAINTAIN PKG LOT/GRNDS/FENCE
7520.01	Maintenance Lawn Service
7520.03	Maintenance Parking Lot & Fence
7530	UTILITIES Electric/Gas
7530.01	Utilities: Electricity
7530.04	Utilities: MISCELLANEOUS
7540	Water - Sewer - Garbage
7540.01	Utilities: Water
7540.02	Utilities: Waste Disposal/Sewer





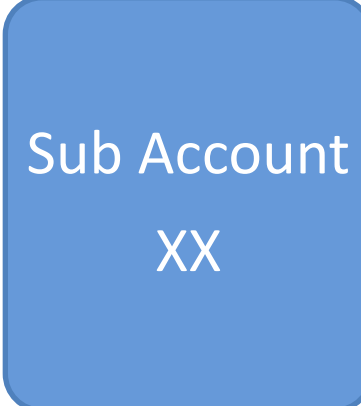
Implementing the Current Connect Now Accounting System (formerly known as CMS) the Chart of Accounts was restructured to organize common expenses into a single functional account code distributed among Cost Centers (Programs)



# Current Connect Now & Others

## Account Code Structure

XX-XXXX-XXXX-XX



Organization  
Type

Areas of  
Responsibilities

Types of  
Revenues and  
Expenses

Optional for  
breaking out  
and tracking  
functional  
accounts for  
better tracking

## Program Codes

1000	Parish Life & Worship
1001	Sanctuary & Sacristy
1002	Music Ministry
1003	Small Christian Comm
1004	Evangelization
1101	Rectory
1200	Faith Formation
1201	Religious Education
1202	RCIA
1203	Adult Formation
1206	Multicultural Faith Fo
1207	Vacation Bible School
1300	Youth and Young Adul
1301	Youth Ministry
1307	Life Foundations
1400	Social Concerns
1403	Pastoral Care
1404	Serve
1405	Outreach
1406	Outreach Restricted
1500	Physical Plant
1501	Church Building
1502	Chapel
1503	Rectory
1600	Administration

2000	Instruction
2200	Auxiliary Services
2201	Cafeteria
2204	Clubs/Organizations
2205	Other Student Program
2206	Transportation
2300	Early Childhood

## Account Codes

5100	Salaries
5110	Deacon
5115	Religious
5120	Lay
5125	Employment Taxes
5130	Employee Benefit Programs
5135	Clergy and Seminarian Allowance
5140	Religious Allowances
5200	Parish Assessment
5210	School Subsidy
5215	Tuition Aid
5300	Insurance Programs
5310	Taxes
5315	Supplies
5320	Postage
5325	Dues & Memberships
5330	Periodicals & Subscriptions
5335	Meetings
5340	Seminars & Conferences (local &

5350	Accreditation Expense
5355	Advertising & Public R
5360	Donations to Other E
5365	Contract Labor
5370	Contributed Services
5375	Professional Services
5400	Utilities
5410	Technology
5420	Computer Maintenance
5430	Repairs & Maintenance
5435	Rent Expense
5440	Transportation
5500	Depreciation Expense
5600	Banking & Loan Exper
5610	Bad Debt Expense
5620	Employee & Voluntee
5630	Fundraising
5640	Student Activities Exp
5650	Athletics
5660	Auxiliary Account Activ



Keep it Simple

Organize

Good  
Chart

Management  
Tool

Standardize

- Excellent
- Very good
- Good
- Average
- Poor

# The New Chart of Accounts

- **Organized** Structure
- **Standardized** Functional Accounts to define specific types of expense
- Cost Centers define areas of responsibilities and provide better **Management Tools**
- Categories group ranges of Cost Centers for **Simple** reporting

# New Account Code Structure

X-XX-XX-XXXX-XX



Organization  
Type

Ranges of  
Cost Centers

Areas of  
Responsibilities

Types of  
Revenues and  
Expenses

Optional to break  
out larger  
accounts for  
better tracking  
and detail

## Effect of New Chart to PDS & Others

Church Expenditures

5000's

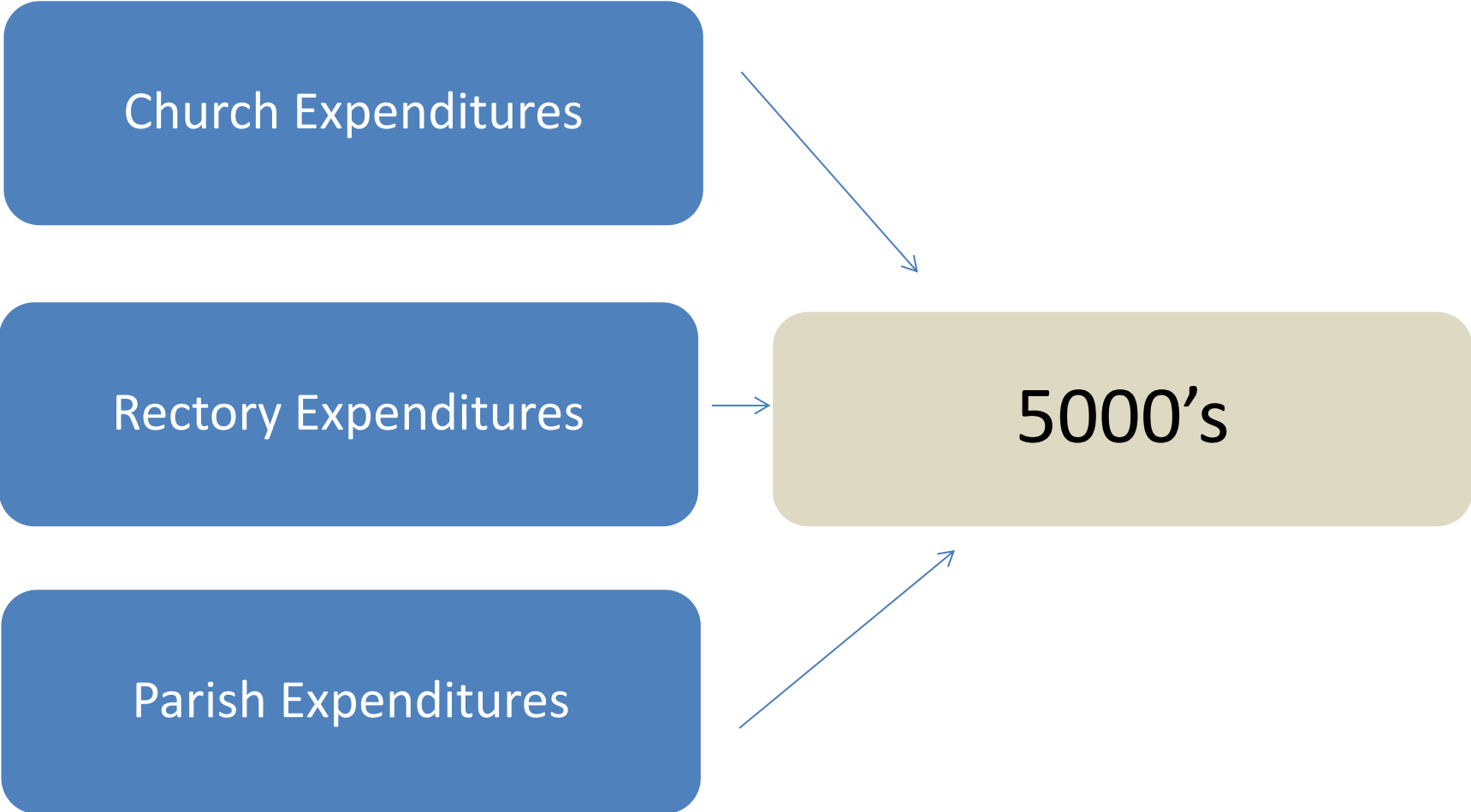
Rectory Expenditures

6000's

Parish Expenditures

7000's

# Effect of New Chart to PDS & Others





# Effect of New Chart to Connect Now & Others

## Account Code Structure

XX-XXXX-XXXX-XX

Entity

XX

Program

XXXX

Category

XXXX

Sub Account

XX

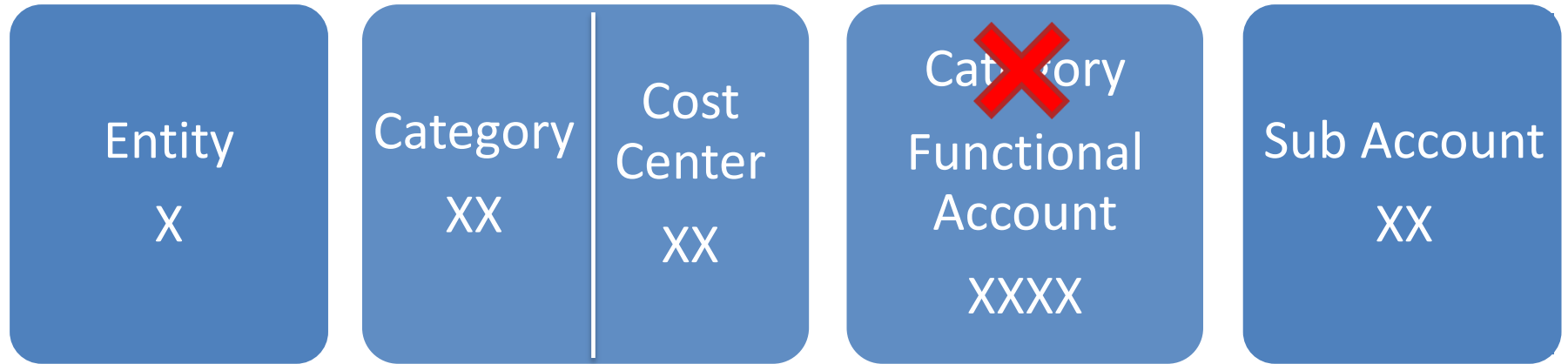
Organization  
Type

Areas of  
Responsibilities

Types of  
Revenues and  
Expenses

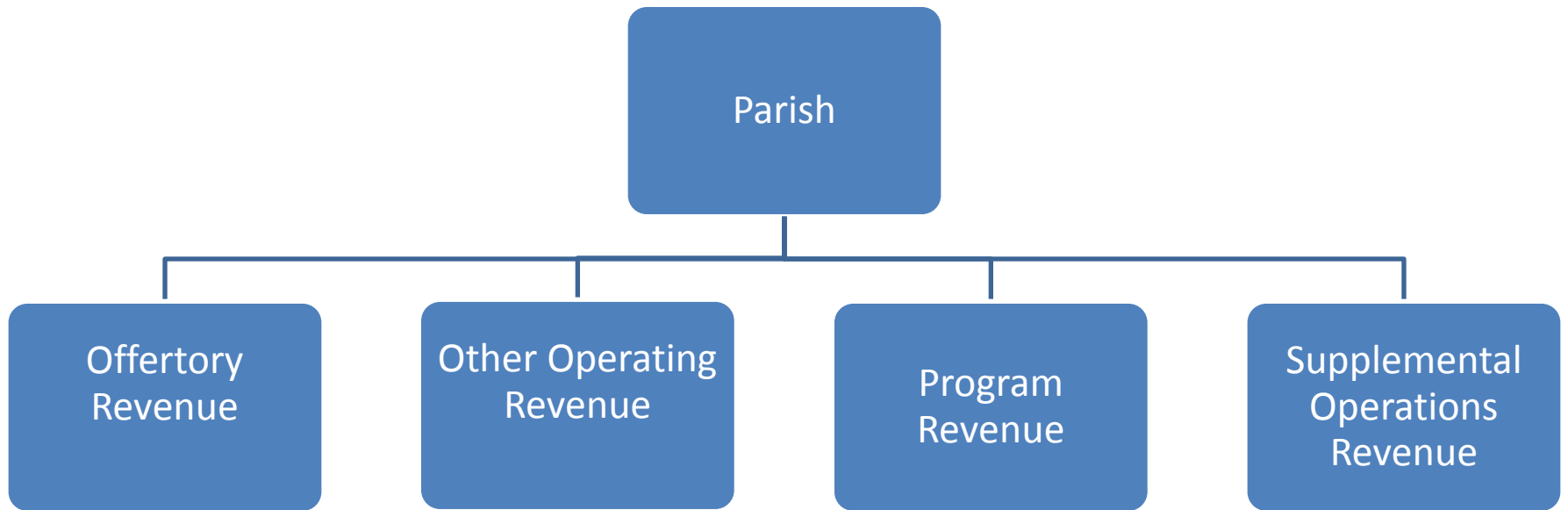
Optional for  
breaking out  
and tracking  
functional  
accounts for  
better tracking

# Effect of New Chart to Connect Now & Others

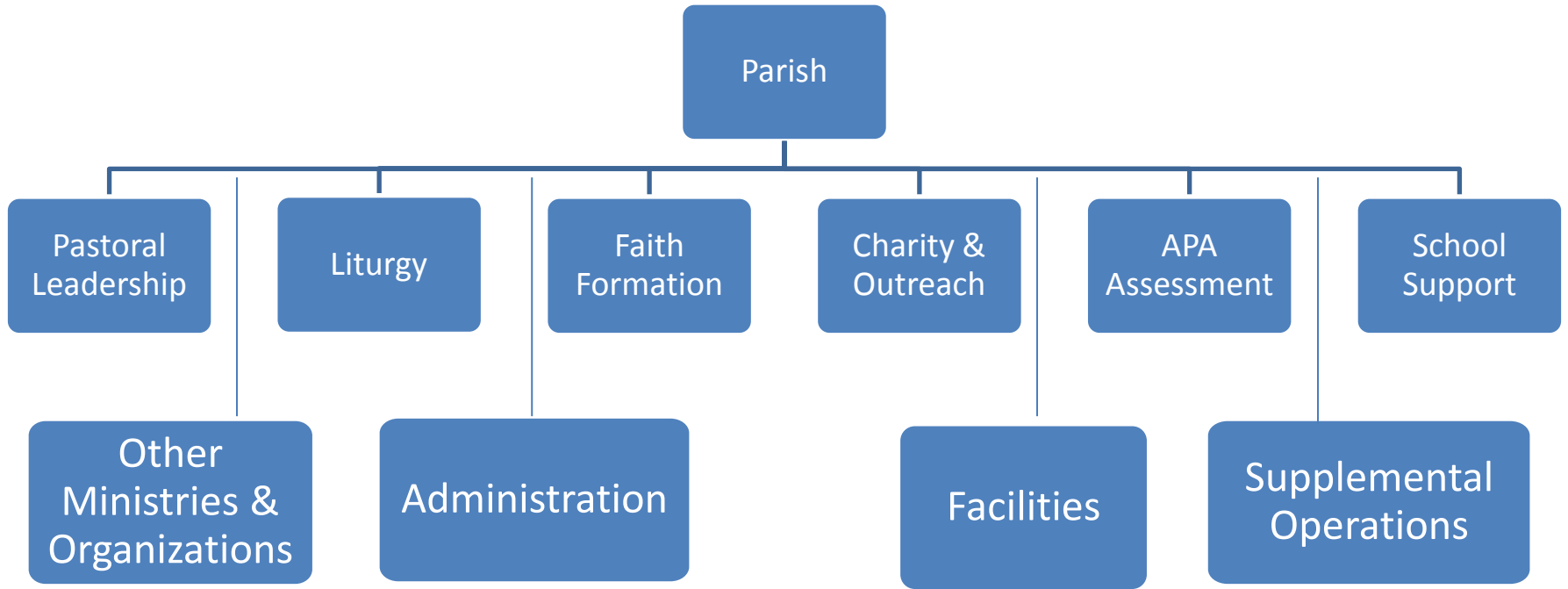


- Entity Code is now 1 digit
- Programs are split into two 2 digit codes
  - Category (A range of cost Centers)
  - Cost Centers (Areas of Responsibilities)
- Functional Account Codes have changed in number but not in concept
- Sub Accounts are standardized and used by all entities

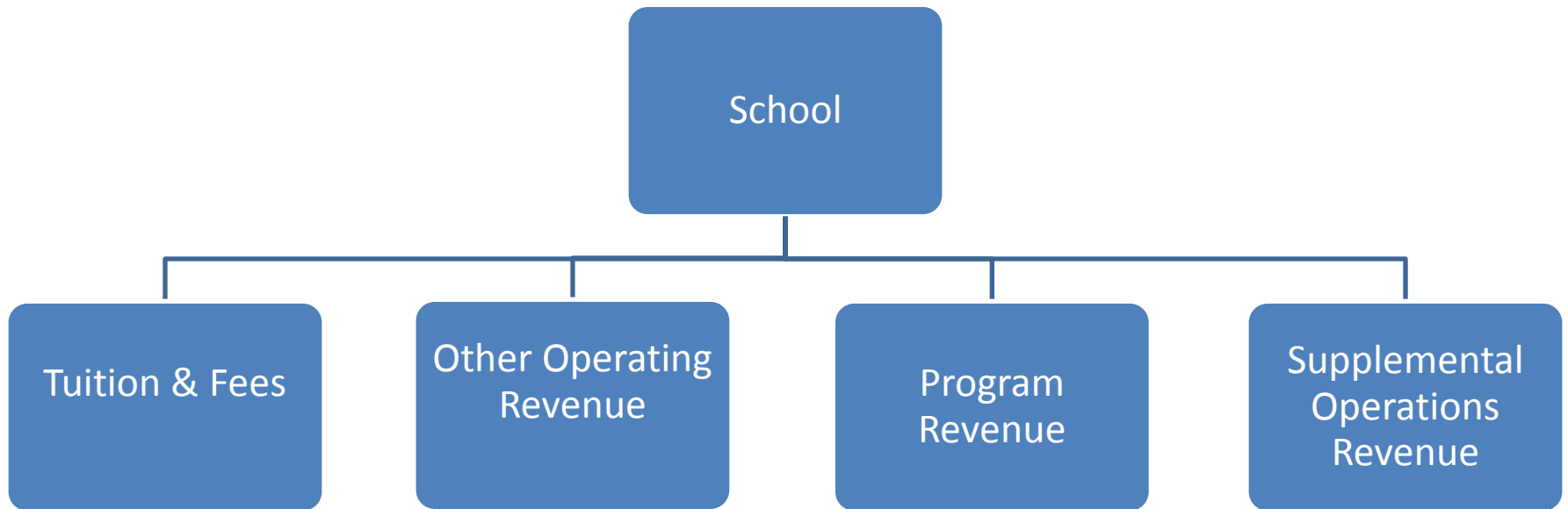
# REVENUE



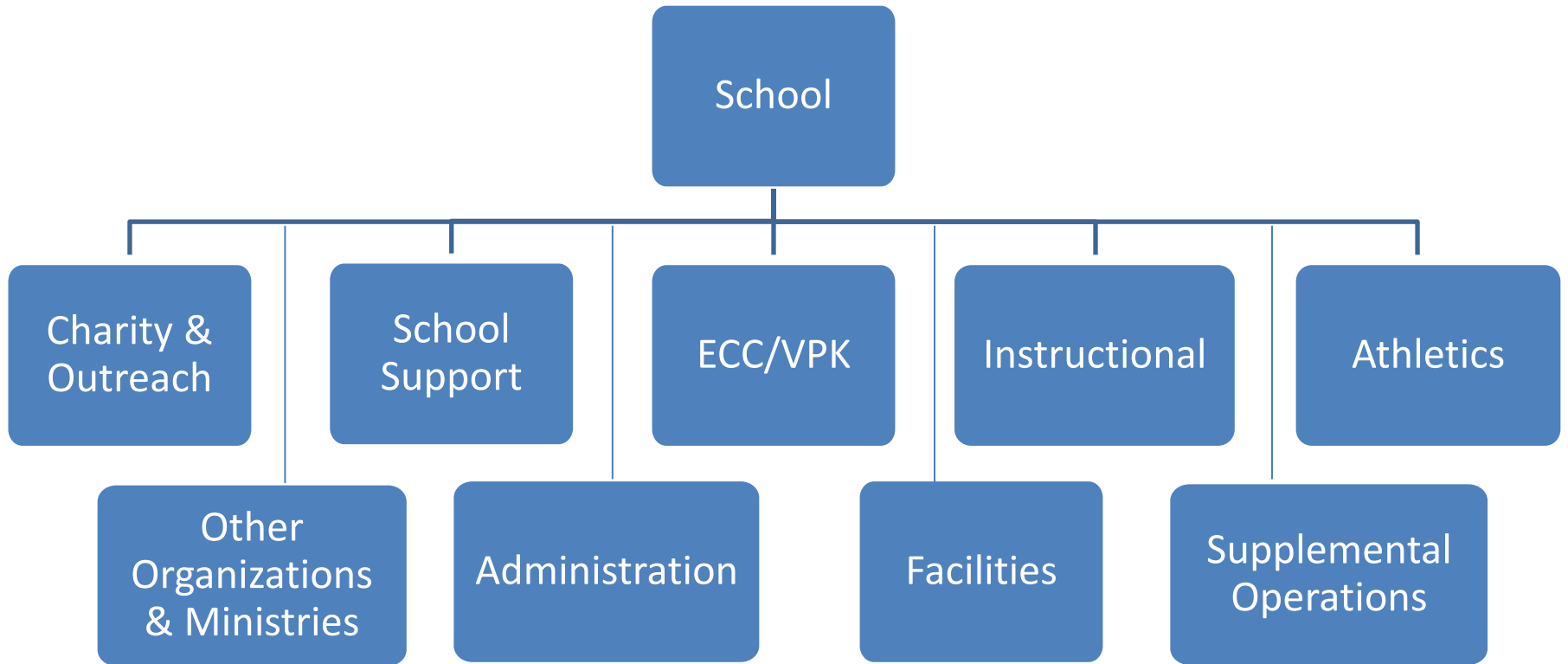
# EXPENSE



# REVENUE



# EXPENSE



# Parish

## Categories and Cost Centers Step by Step





- Categories: A Range of Cost Centers
- Cost Centers: Areas of Responsibility



MORE →  
← LESS

One Cost Center is used  
for Each Category

Multiple Cost Centers are  
used for Each Category

# Parish General Operating Revenue Categories & Cost Center

<b>Offertory Revenue</b>	<b>Other Operating Revenue</b>
<b>01</b>	<b>03</b>
<b>General Operating Revenue</b>	
<b>00</b>	

<b>Pastoral Leadership</b>	
<b>10</b>	
<b>Clergy &amp; Religious</b>	<b>Rectory</b>
<b>01</b>	<b>02</b>

<b>Liturgy</b>	
<b>11</b>	
<b>Worship</b>	<b>Music</b>
<b>03</b>	<b>04</b>

## Faith Formation

12

<b>Religious Education</b>	<b>RCIA</b>	<b>Adult Faith Formation</b>	<b>Multicultural Faith Formation</b>	<b>Vacation Bible School (VBS)</b>	<b>Young Adult Ministry (YAM)</b>	<b>Youth Ministry (YM)</b>	<b>Middle School Ministry (MSM)</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>

# Charity & Outreach

**13**

**Outreach  
Ministry**

**PastoralCare**

**Prison  
Ministry**

***18***

***19***

***20***

**APA Assessment**

**14**

**APA Assessment**

**97**

**School Support**

**15**

**School Support**

**98**

**Administration**

**31**

**General  
Administration**

**Accounting**

**Development**

**25**

**26**

**28**

## Other Ministries & Organizations

**23**

**Other  
Ministries**

**Child Care  
Ministry**

**Social  
Ministry**

**Auxiliary  
Organizations**

**21**

**22**

**23**

**24**



**Facilities/PPE**

**32**

<b>Facilities General</b>	<b>Administration Building</b>	<b>Auxiliary Bldg</b>	<b>Chapel</b>	<b>Church Bldg</b>	<b>Convent</b>	<b>Education/ Classrooms</b>	<b>Maintenance Bldg</b>	<b>Parish Center Bldg</b>	<b>Rectory Bldg</b>	<b>Youth Center/ Gym</b>
<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>40</b>

Pastoral Leadership	
10	
Clergy & Religious	Rectory
01	02

Liturgy & Worship	
11	
Worship	Music
03	04

Faith Formation							
12							
Religious Education	RCIA	Adult Faith Formation	Multicultural Faith Formation	Vacation Bible School (VBS)	Young Adult Ministry (YAM)	Youth Ministry (YM)	Middle School Ministry (MSM)
10	11	12	13	14	15	16	17

Charity & Outreach		
13		
Outreach Ministry	Pastoral Care	Prison Ministry
18	19	20

APA & Diocesan Support
14
APA & Diocesan Support
97

School Support
15
Parish School Support
98

Other Ministries & Organizations			
23			
Other Ministries	Child Care Ministry	Social Ministry	Auxiliary Organizations
21	22	23	24

Administration		
31		
General Administration	Accounting	Development
25	26	28

Facilities/PPE										
32										
Facilities General	Administration Building	Auxiliary Building	Chapel	Church Building	Convent	Education/Classrooms	Maintenance Building	Parish Center Building	Rectory Building	Youth Center/Gym
30	31	32	33	34	35	36	37	38	39	40

## Supplemental Operations

**34**

**Thrift Store**

**Religious  
Article/Book  
Store**

**Rental  
Operations**

**Major  
Fundraisers**

**93**

**94**

**95**

**96**

# School

## Categories and Cost Centers Step by Step





- Categories: A Range of Cost Centers
- Cost Centers: Areas of Responsibility

<b>Tuition &amp; Fees</b>	<b>Other Operating Revenue</b>
<b>02</b>	<b>03</b>
<b>General Operating Revenue</b>	
<b>00</b>	

**Charity & Outreach**

**13**

**Outreach Ministry**

***18***

**School Support**

**15**

**School Support**

***98***

**ECC/VPK**

**19**

**ECC/VPK**

**43**



**Instructional**

**20**

**Instruction**

**44**

**Athletics**

**21**

**Athletics**

**63**

**Other Non Instructional**

**22**

<b>Extended Care</b>	<b>Student Programs</b>	<b>Cafeteria</b>	<b>Camps</b>	<b>Campus Ministry</b>	<b>Clubs/ Organizations</b>	<b>Other Services</b>	<b>Transportation</b>
<b>84</b>	<b>85</b>	<b>86</b>	<b>87</b>	<b>88</b>	<b>89</b>	<b>90</b>	<b>92</b>

**Other Ministries  
& Organizations**

**23**

**Auxiliary  
Organizations**

**24**

## Administration

31

**General  
Administration**

**Accounting**

**Admissions**

**Development**

**25**

**26**

**27**

**28**

**Facilities/PPE**

**32**

<b>Facilities General</b>	<b>Auxiliary Bldg</b>	<b>Chapel</b>	<b>Convent</b>	<b>Education/ Classrooms</b>	<b>Maintenance Bldg</b>	<b>School Building</b>	<b>Youth Center/Gym</b>
<b>30</b>	<b>32</b>	<b>33</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>40</b>	<b>41</b>

<b>Charity &amp; Outreach</b>
<b>13</b>
<b>Outreach Ministry</b>
<b>18</b>

<b>School Support</b>
<b>15</b>
<b>School Support</b>
<b>98</b>

<b>ECC/VPK</b>
<b>19</b>
<b>ECC/VPK</b>
<b>43</b>

<b>Instructional</b>
<b>20</b>
<b>Instruction</b>
<b>44</b>

<b>Athletics</b>
<b>21</b>
<b>Athletics</b>
<b>63</b>

<b>Other Non Instructional</b>							
<b>22</b>							
<b>Extended Care</b>	<b>Student Programs</b>	<b>Cafeteria</b>	<b>Camps</b>	<b>Campus Ministry</b>	<b>Clubs/ Organizations</b>	<b>Other Services</b>	<b>Transportation</b>
<b>84</b>	<b>85</b>	<b>86</b>	<b>87</b>	<b>88</b>	<b>89</b>	<b>90</b>	<b>92</b>

<b>Other Ministries &amp; Organizations</b>
<b>23</b>
<b>Auxiliary Organizations</b>
<b>24</b>

<b>Administration</b>			
<b>31</b>			
<b>General Administration</b>	<b>Accounting</b>	<b>Admissions</b>	<b>Development</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

<b>Facilities/PPE</b>							
<b>32</b>							
<b>Facilities General</b>	<b>Auxiliary Bldg</b>	<b>Chapel</b>	<b>Convent</b>	<b>Education/ Classrooms</b>	<b>Maintenance Bldg</b>	<b>School Building</b>	<b>Youth Center/Gym</b>
<b>30</b>	<b>32</b>	<b>33</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>40</b>	<b>41</b>

# Supplemental Operations

**34**

**Bookstore**

**Major Fundraisers**

**Rental  
Operations**

**94**

**95**

**96**

<b>Dedicated Accounts</b>
<b>99</b>
<b>Dedicated</b>
<b><i>Various CC</i></b>



**HUH?**





**Statement of Activities**  
January 2014

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>YTD Last Year</u>
<b>Income</b>						
Offerory Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Other Operating Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Worship & Music Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Faith Formation Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Charity & Outreach Totals:	0.00	0.00	0.00	0.00	0.00	0.00
APA Assessment Totals:	0.00	0.00	0.00	0.00	0.00	0.00
School Support Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Other Ministries & Organizations Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Supplemental Operations Totals:	0.00	0.00	0.00	0.00	0.00	0.00
<b>Income Totals:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Expense</b>						
Pastoral Leadership Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Worship & Music Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Faith Formation Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Charity & Outreach Totals:	0.00	0.00	0.00	0.00	0.00	0.00
APA Assessment Totals:	0.00	0.00	0.00	0.00	0.00	0.00
School Support Totals:	0.00	0.00	0.00	0.00	0.00	0.00
ECC / VPK Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Other Ministries & Organizations Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Administration Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Facilities/PPE Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Supplemental Operations Totals:	0.00	0.00	0.00	0.00	0.00	0.00
<b>Expense Totals:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Income - Expense:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

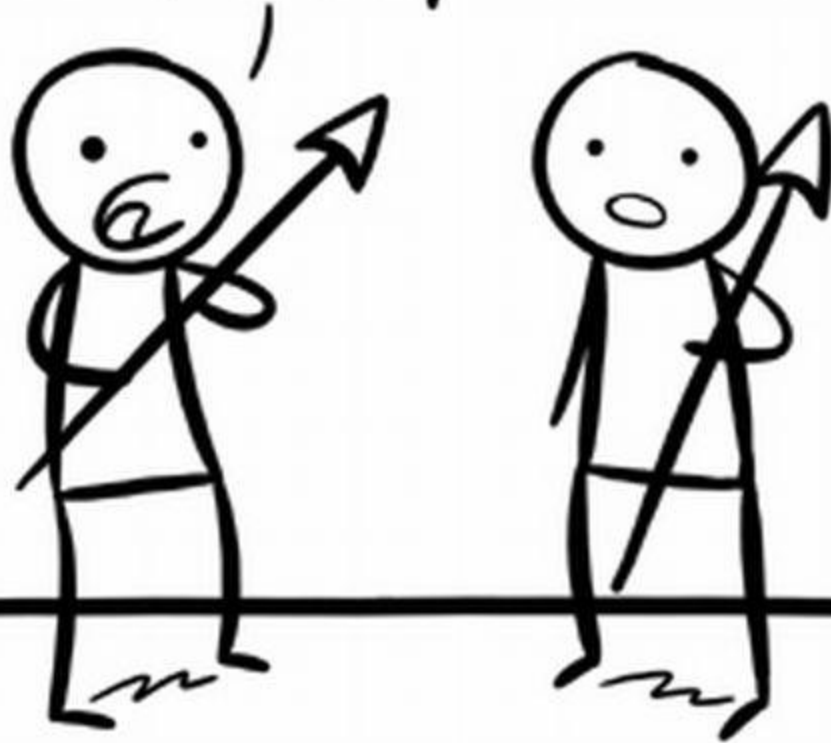
**Statement of Activities**

January 2014

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>YTD Last Year</u>
<b>Income</b>						
Tuition & Fees Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Other Operating Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Charity & Outreach Totals:	0.00	0.00	0.00	0.00	0.00	0.00
School Support Totals:	0.00	0.00	0.00	0.00	0.00	0.00
ECC / VPK Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Instructional Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Athletics Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Other Non Instructional Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Other Ministries & Organizations Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Administration Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Supplemental Operations Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Income Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Expense</b>						
Pastoral Leadership Totals:	0.00	0.00	0.00	0.00	0.00	0.00
ECC / VPK Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Instructional Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Athletics Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Other Non Instructional Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Administration Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Facilities/PPE Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Supplemental Operations Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Expense Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Income - Expense:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



Are you ready?!



**LET'S GO!**





- Standardize Structure, Functional Accounts & Sub Accounts

- Entities track different data
- Use different methods
- Offertory, tuition, wages
- Alternative methods & Custom Solutions (“Projects”)



**PARISH  
FUNCTIONAL  
REVENUE  
ACCOUNTS**

<b>4000</b>	<b>00</b>	<b>Offertory Collection Weekend</b>
	<b>01</b>	<b>Electronic Giving</b>
	<b>02</b>	<b>Envelope Contributions</b>
	<b>03</b>	<b>Loose Cash</b>
	<b>04</b>	<b>Loose Checks</b>
	<b>05</b>	<b>Children's Envelopes</b>
<b>4001</b>	<b>00</b>	<b>Offertory: Christmas</b>
	<b>01</b>	<b>Electronic Giving</b>
	<b>02</b>	<b>Envelope Contributions</b>
	<b>03</b>	<b>Loose Cash</b>
	<b>04</b>	<b>Loose Checks</b>
	<b>05</b>	<b>Children's Envelopes</b>
<b>4002</b>	<b>00</b>	<b>Offertory: Easter</b>
	<b>01</b>	<b>Electronic Giving</b>
	<b>02</b>	<b>Envelope Contributions</b>
	<b>03</b>	<b>Loose Cash</b>
	<b>04</b>	<b>Loose Checks</b>
	<b>05</b>	<b>Children's Envelopes</b>
<b>4003</b>	<b>00</b>	<b>Offertory: Holy Days</b>
	<b>01</b>	<b>Electronic Giving</b>
	<b>02</b>	<b>Envelope Contributions</b>
	<b>03</b>	<b>Loose Cash</b>
	<b>04</b>	<b>Loose Checks</b>
	<b>05</b>	<b>Children's Envelopes</b>
<b>4004</b>	<b>00</b>	<b>Offertory: Weekday Mass</b>
<b>4005</b>	<b>00</b>	<b>Offertory: Special Masses</b>



<b>4020 00</b>	<b>Program Income (See 5320 for Expense)</b>
01	Program Fees
02	Book Fees
03	Activity Fees
20	Baptism Fee
21	First Communion Fee
22	Confirmation Fee
23	Children's RCIA Fee
24	Wedding Fee
25	Funeral Fee
26	Quinceanera Fee
27	Cemetery Sales and Fees
<b>4100 00</b>	<b>Special Parish Collection</b>
<b>4110 00</b>	<b>Debt Reduction Collection</b>
<b>4120 00</b>	<b>Building Fund &amp; Maintenance Collections</b>
<b>4140 00</b>	<b>Annual Pastoral Appeal Contribution</b>
<b>4150 00</b>	<b>School Collection: Diocesan Assessment</b>
<b>4151 00</b>	<b>School Collection: Transfer to Schools</b>
<b>4152 00</b>	<b>School Collection: Tuition Assistance</b>
<b>4160 00</b>	<b>Donations</b>
01	Poor Box Collections (Dedicated and can be separate bank) TBD
02	Retreats & Missions
03	Memorials
20	Flower Donations
21	Votive Stand/Pamphlet Racks Revenue
<b>4165 00</b>	<b>Specific Ministry Donations (See 5635 for Expense)</b>
20	Donations: (Ministry Name)
<b>4170 00</b>	<b>Estates &amp; Bequests: Parish</b>
<b>4200 00</b>	<b>Capital Campaign Contributions</b>

<b>4300</b>	<b>00</b>	<b>Diocesan Support</b>
	01	Migrant Apostolate Support
	02	Inner City Apostolate Support
<b>4500</b>	<b>00</b>	<b>Program Fundraising Income: Parish</b> (See 5630 for Expense)
	01	Program Fundraising Events (Use Projects)
<b>4501</b>	<b>00</b>	<b>Entity Wide Fundraising</b> (Projects for various events) See 5631 for Expense
	01	Bingo Revenue
<b>4502</b>	<b>00</b>	<b>Merchandise Sales</b>
<b>4503</b>	<b>00</b>	<b>Rental Income: Parish</b>
<b>4520</b>	<b>00</b>	<b>Auxiliary Organizations Income</b>
	01	Women's Guild: Parish
	02	Men's Club: Parish
	03	Boy Scout Troop: Parish
	04	Cub Scout Pack: Parish
<b>4600</b>	<b>00</b>	<b>Interest Income: Parish</b>
<b>4605</b>	<b>00</b>	<b>Endowment Earnings</b>
<b>4610</b>	<b>00</b>	<b>Endowment Distributions</b>
<b>4700</b>	<b>00</b>	<b>Stole Fees</b>
	01	Stole Fees: Baptisms
	02	Stole Fees: Weddings
	03	Stole Fees: Funerals
	04	Stole Fees: Quinceanera
<b>4800</b>	<b>00</b>	<b>Sale of Assets (Gain/Loss): Parish</b>
	01	Sale of Land (Gain/Loss): Parish
	02	Sale Land&Buildings(Gain/Loss): Parish
	03	Sale of Equipment (Gain/Loss): Parish
<b>4900</b>	<b>00</b>	<b>Miscellaneous Income: Parish</b>
	01	Rebates & Rewards: Parish
	02	Prop & Liab Insurance Proceeds: Parish
	03	Priest Support
	22	Bulletin Advertising Revenue
<b>5100</b>	<b>00</b>	<b>Salaries: Clergy &amp; Religious</b>

**SCHOOL  
FUNCTIONAL  
REVENUE  
ACCOUNTS**

<b>4010</b>	<b>00</b>	<b>Tuition Revenue: ECC/SCH</b>
	01	Tuition: Affiliated
	02	Tuition: Non Affiliated
	03	Tuition: Non Catholic
	04	Tuition: Summer Programs
	05	Tuition: Prior Year
<b>4011</b>	<b>00</b>	<b>School Registration Fees: ECC/SCH</b>
	01	Instructional Fee
	02	Technology Fee
	03	Service Hour Replacement Fee
	04	Book Fee
	05	Campus Improvement Fee
	06	Application Fee
	07	ECC Supplies Fee
<b>4012</b>	<b>00</b>	<b>Step Up Awards Received: SCH</b>
<b>4013</b>	<b>00</b>	<b>VPK Awards Received: ECC</b>
<b>4014</b>	<b>00</b>	<b>McKay Awards Received: SCH</b>
<b>4015</b>	<b>00</b>	<b>Diocesan Awards Received: SCH</b>
	01	CSTAG (DOSP) Grants Received: SCH
	02	CF Match Grant Received: SCH
	03	Bridge Awards Received: SCH
<b>4016</b>	<b>00</b>	<b>Other Awards Received: ECC/SCH</b>
	01	Kremer Foundation Awards Received: SCH
	02	Mary C. Forbes Awards Received: SCH
	03	ELC Grants: Awards Received: ECC/SCH
	04	Weinhausen Awards Received: SCH
	05	Guardian Angels Awards Received: SCH
	06	Sr. Deborah Awards Received: SCH
<b>4017</b>	<b>00</b>	<b>Discounts &amp; Allowances (Contra): ECC/SCH</b>
	01	Multiple Child Allowance Affiliated(Contra):ECC/SCH
	02	Multiple Child Allowance Non Affiliated(Contra):ECC/SCH

<b>4018</b>	<b>00</b>	<b>Extended Care: ECC/SCH</b>
	01	Before Care
	02	Lunch Bunch
	03	After Care
	04	Extended Care Registration Fee
<b>4040</b>	<b>00</b>	<b>Student Activity Income ECC/SCH (see 5640 for expense)</b>
	01	Activity Fees
	02	Bus Fees
	03	Field Trip Fees
	04	Graduation Fees
	05	Yearbook Sales
	06	Uniform Sales
	07	Dress Down Income
<b>4050</b>	<b>00</b>	<b>Athletic Activity Income</b>
<b>4160</b>	<b>00</b>	<b>Donations: ECC/SCH</b>
<b>4165</b>	<b>00</b>	<b>Specific Ministry Donations (See 5635 for Expense)</b>
	50	Ministry Donations: Classroom Angels
	51	Ministry Donations: (Ministry Name)
	52	Ministry Donations: (Ministry Name)
	53	Ministry Donations: (Ministry Name)
<b>4170</b>	<b>00</b>	<b>Estates &amp; Bequests: SCH</b>
<b>4300</b>	<b>00</b>	<b>Diocesan Support: SCH</b>
<b>4310</b>	<b>00</b>	<b>Parish Support</b>
	01	Parish Support Per Pupil: ECC/SCH
	02	Parish Support - Other: ECC/SCH
	03	Parish Tuition Assistance Received
<b>4500</b>	<b>00</b>	<b>Program Fundraising Income: ECC/SCH (See 5630 for Expense)</b>
	01	Program Fundraising Events (Use Projects)
<b>4501</b>	<b>00</b>	<b>Entity Wide Fundraising: ECC/SCH (Projects for Events) (5631 for E</b>
	01	Bingo Revenue: ECC/SCH
	52	Vending Machine Revenue: ECC/SCH
	53	Book Fair Sales

<b>4502</b>	<b>00</b>	<b>Merchandise Sales</b>
<b>4503</b>	<b>00</b>	<b>Rental Income</b>
<b>4510</b>	<b>00</b>	<b>Cafeteria Income: SCH</b>
<b>4520</b>	<b>00</b>	<b>Auxiliary Organizations: SCH</b>
	01	Women's Guild: SCH
	02	Men's Club: SCH
	03	Boy Scout Troop: SCH
	04	Cub Scout Pack: SCH
	05	Bingo (Auxiliary Organization): SCH
<b>4600</b>	<b>00</b>	<b>Interest Income: SCH</b>
<b>4605</b>	<b>00</b>	<b>Endowment Earnings</b>
<b>4610</b>	<b>00</b>	<b>Endowment Distributions</b>
<b>4800</b>	<b>00</b>	<b>Sale of Assets (Gain/Loss): SCH</b>
	01	Sale of Land (Gain/Loss): SCH
	02	Sale Land&Buildings(Gain/Loss): SCH
	03	Sale of Equipment (Gain/Loss): SCH
<b>4900</b>	<b>00</b>	<b>Miscellaneous Income: ECC/SCH</b>
	01	Rebates & Rewards: ECC/SCH
	02	Prop & Liab Insurance Proceeds: ECC/SCH

**PARISH  
FUNCTIONAL  
EXPENSE  
ACCOUNTS**

<b>5100</b>	<b>00</b>	<b>Salaries: Clergy &amp; Religious</b>
	01	Salaries: Clergy Assigned
	02	Salaries: Extra Clergy
	03	Salaries: Religious Order
<b>5105</b>	<b>00</b>	<b>Wages: Lay</b>
	01	Wages: Lay Exempt
	02	Wages: Lay Non-Exempt
	03	Wages: Bonus/Other
<b>5110</b>	<b>00</b>	<b>Mass Stipends</b>
<b>5115</b>	<b>00</b>	<b>Stole Fees</b>
	01	Stole Fees: Baptisms
	02	Stole Fees: Weddings
	03	Stole Fees: Funerals
	04	Stole Fees: Quinceanera
<b>5120</b>	<b>00</b>	<b>Employment Taxes</b>
	01	Employment Taxes: FICA
	02	Employment Taxes: SSI & Medicare
<b>5130</b>	<b>00</b>	<b>Pension</b>
	01	Pension: Clergy Non Incardinated/Religious Order
<b>5131</b>	<b>00</b>	<b>Health Benefits</b>
	01	Health: Clergy Non Incardinated/Religious Order
<b>5132</b>	<b>00</b>	<b>Group Life Insurance</b>
<b>5133</b>	<b>00</b>	<b>Disability Insurance</b>
<b>5134</b>	<b>00</b>	<b>Reemployment Insurance</b>
<b>5135</b>	<b>00</b>	<b>Workers Compensation</b>
<b>5140</b>	<b>00</b>	<b>Payroll Allowances: Clergy/Sem/Religious</b>
	01	Housing Allowance (Off Campus Personnel)
	02	Auto Allowance
	03	Table Allowance (Off Campus Personnel)



<b>5141</b>	<b>00</b>	<b>Non Payroll Allowances: Clergy &amp; Religious</b>
	01	Auto Insurance
	02	Auto Tag & Registration
	03	Diocesan Convocation
	04	Private Retreats
	05	Continuing Education
	06	Books, Periodicals, Laptop
<b>5145</b>	<b>00</b>	<b>Table Expense (Groceries &amp; Dining Out)</b>
<b>5146</b>	<b>00</b>	<b>Household Expense (Cleaning Supplies, Linens, Dry Cleaning)</b>
<b>5200</b>	<b>00</b>	<b>Parish APA Assessment</b>
<b>5210</b>	<b>00</b>	<b>School Assessment: Diocesan</b>
<b>5215</b>	<b>00</b>	<b>School Support:Trans to Schools</b>
<b>5220</b>	<b>00</b>	<b>School Tuition Assistance</b>
<b>5300</b>	<b>00</b>	<b>Insurance Programs</b>
	01	Property & Liability
	02	Vehicle
<b>5310</b>	<b>00</b>	<b>Property Taxes</b>

<b>5315</b>	<b>00</b>	<b>Office Expense</b>
	01	Stationery & Supplies
	02	Postage
	03	Copier
	04	Employee Uniforms
	05	Periodicals & Subscriptions
	06	Other Consumables
	07	Offertory Envelopes
<b>5316</b>	<b>00</b>	<b>Technology</b>
	01	Network
	02	Hardware
	03	Software
	04	Computer Supplies
	05	Repairs & Maintenance
	06	Technical Support
	07	Leased Equipment
	08	Website Services

<b>5317</b>	<b>00</b>	<b>Liturgy &amp; Music Supplies</b>
	01	Liturgical Supplies
	02	Musical Supplies & Equipment
	03	Copyrights & Licencse
	04	Flowers & Environment
	05	Books
	06	Missalettes
	07	Bread & Wine
	08	Votive Candles/Pamphlet Racks
	09	Dry Cleaning Vestments, Linens, etc
<b>5318</b>	<b>00</b>	<b>Bibles/Textbooks/Apps</b>
	01	Printed Textbooks
	02	Electronic Books & Apps
	20	Bibles
<b>5319</b>	<b>00</b>	<b>Instructional Supplies</b>
	01	Workbooks
	02	Testing & Scoring
	03	Classroom Supplies
	04	Audio Visual Supplies
	05	Library/Media Center

<b>5320</b>	<b>00</b>	<b>Program Expense (See 4020 for Income)</b>
	20	Baptism Expense
	21	First Communion Expense
	22	Confirmation Expense
	23	Children's RCIA Expense
	24	Wedding Coordinator Expense
	25	Funeral Expense
	26	Quinceanera Coordinator Expense
	27	Altar Server Expense
<b>5325</b>	<b>00</b>	<b>Food &amp; Kitchen Expense</b>
	01	Food & Beverage
	02	Food & Kitchen Supplies
	03	Food & Kitchen Equipment
<b>5326</b>	<b>00</b>	<b>Hospitality</b>
	01	Coffee & Donuts
	02	Meetings & Luncheons
	03	Receptions & Banquets
	04	Special Events (entity wide)
	05	Gifts
	06	Meals & Entertainment
<b>5327</b>	<b>00</b>	<b>Seminars &amp; Conferences</b>
	01	Registration Fees
	02	Reimb. Travel & Lodging
<b>5328</b>	<b>00</b>	<b>Professional Development</b>
<b>5329</b>	<b>00</b>	<b>Professional Licenses &amp; Accreditation</b>
	01	Professional Licenses
	02	Accreditation Expense
	03	Dues & Membership Fees

<b>5330</b>	<b>00</b>	<b>Retreats &amp; Missions</b>
	01	Speaker Fee
	02	Reimbursed Expense
<b>5331</b>	<b>00</b>	<b>Travel Expenses</b>
	01	Mileage Reimbursement
	02	Bus Expense
<b>5340</b>	<b>00</b>	<b>Professional Services</b>
	01	Audit & Accounting
	02	Answering Service
	03	Payroll Processing Fees
<b>5350</b>	<b>00</b>	<b>Safe Environment/Background Check</b>
<b>5355</b>	<b>00</b>	<b>Marketing &amp; Public Relations</b>
	01	Printed Materials
	02	Multimedia
	03	Advertising
<b>5360</b>	<b>00</b>	<b>Donations to Other Organizations</b>
<b>5365</b>	<b>00</b>	<b>Contract Labor</b>
<b>5370</b>	<b>00</b>	<b>Security &amp; Traffic</b>

<b>5400</b>	<b>00</b>	<b>Utilities</b>
	01	Electric
	02	Water & Sewer
	03	Trash Removal
	04	Gas
<b>5405</b>	<b>00</b>	<b>Communications</b>
	01	Telephone
	02	Mobile Devices
	03	Broadband
<b>5430</b>	<b>00</b>	<b>Building Repairs &amp; Maintenance</b>
	01	Maintenance Supplies
	02	HVAC
	03	Electrical
	04	Plumbing
	05	Security & Fire
	06	Furniture & Fixtures
	07	Tools & Equipment
	08	Building Structure
	09	Roofing
	10	Lighting
	11	Cleaning Services
	12	Pest Control
	13	Painting
<b>5435</b>	<b>00</b>	<b>Grounds Maintenance</b>
	01	Lawn & Tree Service
	02	Landscapng
	03	Irrigation
	04	Fixtures & Equipment
	05	Parking Lot
	06	Playgrounds
	07	Athletic Fields
	08	Fertilization & Pest Control

<b>5440</b>	<b>00</b>	<b>Rent Expense</b>
<b>5450</b>	<b>00</b>	<b>Vehicle Expense</b>
	01	Tags & Registration
	02	Repairs & Maintenance
	03	Fuel
<b>5500</b>	<b>00</b>	<b>Cost of Goods Sold</b>
<b>5630</b>	<b>00</b>	<b>Program Fundraising Expense (See 4500 for Income)</b>
	02	Program Fundraising Events (Use Projects)
	21	Stewardship Campaigns (use Projects to track)
	22	APA Campaign
<b>5631</b>	<b>00</b>	<b>Entity Wide Fundraising (use Projects to track) (See 4501 for Income)</b>
	01	Special Events (entity wide) (Use Projects to track)
	02	Bingo Expense
<b>5635</b>	<b>00</b>	<b>Specific Ministry Expense (See 4165 for Income)</b>
	22	Specific Ministry Expense (Ministry Name)
<b>5660</b>	<b>00</b>	<b>Banking &amp; Credit Card Fees</b>
	01	Service Charges
	02	Chargeback Fees
	03	Online Giving Fees
	04	Merchant Service Fees
<b>5661</b>	<b>00</b>	<b>Interest Expense</b>
<b>5670</b>	<b>00</b>	<b>Auxiliary Organizations Expense</b>
	01	Womens Guild
	02	Mens Club
	03	Boy Scout Troop
	04	Cub Scout Pack
	05	Bingo (Auxiliary Organization)

**SCHOOL  
FUNCTIONAL  
EXPENSE  
ACCOUNTS**



<b>5105</b>	<b>00</b>	<b>Wages: Lay (Include Religious Stipends)</b>
	01	Wages: Lay Exempt
	02	Wages: Lay Non-Exempt
	03	Wages: Bonus/Other
	50	Wages: Lay Princ/AP/DIR
	51	Wages: Lay Office
	52	Wages: Lay Teacher - Pre K
	53	Wages: Lay Teacher - Elementary
	54	Wages: Lay Teacher - Middle School
	55	Wages: Lay Teacher - Aide
	56	Wages: Lay Teacher - Specialist
	57	Wages: Lay Teacher - Substitute
	58	Wages: Lay Stipend
<b>5106</b>	<b>00</b>	<b>Clergy Stipend: ECC/SCH</b>
<b>5120</b>	<b>00</b>	<b>Employment Taxes</b>
	01	Employment Taxes: FICA
	02	Employment Taxes: SSI & Medicare

<b>5130</b>	<b>00</b>	<b>Pension</b>
	03	Pension: Lay
<b>5131</b>	<b>00</b>	<b>Health Benefits</b>
	03	Health: Lay
<b>5132</b>	<b>00</b>	<b>Group Life Insurance</b>
<b>5133</b>	<b>00</b>	<b>Disability Insurance</b>
<b>5134</b>	<b>00</b>	<b>Reemployment Insurance</b>
<b>5135</b>	<b>00</b>	<b>Workers Compensation</b>
<b>5220</b>	<b>00</b>	<b>Tuition Assistance</b>
<b>5300</b>	<b>00</b>	<b>Insurance</b>
	01	Property & Liability
	02	Vehicle
	03	Student Insurance
<b>5310</b>	<b>00</b>	<b>Property Taxes</b>

<b>5315</b>	<b>00</b>	<b>Office Expense</b>
	01	Stationary & Supplies
	02	Postage
	03	Copier
	04	Employee Uniforms
	05	Periodicals & Subscriptions
	06	Other Consumables
<b>5316</b>	<b>00</b>	<b>Technology</b>
	01	Network
	02	Hardware
	03	Software
	04	Computer Supplies
	05	Repairs & Maintenance
	06	Technical Support
	07	Leased Equipment
	08	Website Services
<b>5318</b>	<b>00</b>	<b>Textbooks &amp; Apps</b>
	01	Printed Textbooks
	02	Electronic Textbooks & Apps
<b>5319</b>	<b>00</b>	<b>Instructional Supplies</b>
	01	Workbooks
	02	Testing & Scoring
	03	Classroom Supplies
	04	Audio Visual Supplies
	05	Library/Media Center

<b>5325</b>	<b>00</b>	<b>Food &amp; Kitchen Expense</b>
	01	Food & Beverage
	02	Food & Kitchen Supplies
	03	Food & Kitchen Equipment
<b>5326</b>	<b>00</b>	<b>Hospitality</b>
	01	Coffee & Donuts
	02	Staff Meetings & Luncheons
	03	Receptions & Banquets
	04	Special Events (entity wide)
	05	Gifts
	06	Meals & Entertainment
<b>5327</b>	<b>00</b>	<b>Seminars &amp; Conferences</b>
	01	Registration Fees
	02	Reimb. Travel & Lodging
<b>5328</b>	<b>00</b>	<b>Professional Development</b>
<b>5329</b>	<b>00</b>	<b>Professional Licenses &amp; Accreditation</b>
	01	Professional Licenses
	02	Accreditation Expense
	03	Dues & Membership Fees
<b>5330</b>	<b>00</b>	<b>Retreats &amp; Missions</b>
	01	Speaker Fees
	02	Reimbursed Expenses
<b>5331</b>	<b>00</b>	<b>Travel Expenses</b>
	01	Mileage Reimbursement
	02	Bus Expense
<b>5340</b>	<b>00</b>	<b>Professional Services</b>
	01	Audit & Accounting
	02	Answering Service
	03	Payroll Processing Fees
<b>5350</b>	<b>00</b>	<b>Safe Environment/Background Check</b>

<b>5355</b>	<b>00</b>	<b>Marketing &amp; Public Relations</b>
	01	Printed Materials
	02	Multimedia
	03	Advertising
<b>5360</b>	<b>00</b>	<b>Donations to Other Organizations</b>
<b>5365</b>	<b>00</b>	<b>Contract Labor</b>
<b>5370</b>	<b>00</b>	<b>Security &amp; Traffic</b>
<b>5400</b>	<b>00</b>	<b>Utilities</b>
	01	Electric
	02	Water & Sewer
	03	Waste Management
	04	Gas
<b>5405</b>	<b>00</b>	<b>Communications</b>
	01	Telephone
	02	Mobile Devices
	03	Broadband

<b>5430</b>	<b>00</b>	<b>Building Repairs &amp; Maintenance</b>
	01	Maintenance Supplies
	02	HVAC
	03	Electrical
	04	Plumbing
	05	Security & Fire
	06	Furniture & Fixtures
	07	Tools & Equipment
	08	Building Structure
	09	Roofing
	10	Lighting
	11	Cleaning Services
	12	Pest Control
	13	Painting
<b>5435</b>	<b>00</b>	<b>Grounds Maintenance</b>
	01	Lawn & Tree Service
	02	Landscaping
	03	Irrigation
	04	Fixtures & Equipment
	05	Parking Lot
	06	Playgrounds
	07	Athletic Fields
	08	Fertilization & Pest Control
<b>5440</b>	<b>00</b>	<b>Rent Expense</b>
<b>5450</b>	<b>00</b>	<b>Vehicle Expense</b>
	01	Tags & Registration
	02	Repairs & Maintenance
	03	Fuel

<b>5500</b>	<b>00</b>	<b>Cost of Goods Sold</b>
<b>5630</b>	<b>00</b>	<b>Program Fundraising Expense (See 4500 for Income)</b>
	02	Fundraising Events (use Projects to track)
<b>5631</b>	<b>00</b>	<b>Entity Wide Fundraising Expense (Projects to track) (See 4501 for I</b>
	01	Special Events (entity wide) (Use Projects to track)
	02	Bingo Expense
<b>5635</b>	<b>00</b>	<b>Specific Ministry Expenses (See 4165 for Income)</b>
	50	Classroom Angels Expenses
	51	Specific Ministry Expenses (Ministry Name)
	52	Specific Ministry Expenses (Ministry Name)
	53	Specific Ministry Expenses (Ministry Name)
<b>5640</b>	<b>00</b>	<b>Student Activities Expense (See 4040 for Income)</b>
	01	Activity Expense
	02	Bus Rental Expense
	03	Field Trip Expense
	04	Graduation Expense
	05	Yearbook Expense
	06	Uniform Expense
<b>5650</b>	<b>00</b>	<b>Athletic Activities Expense (See 4050 for income)</b>
	01	Field Rentals
	02	Referee & League Fees
	03	Uniforms
	04	Banquets
	05	Athletic Bus Rentals

<b>5500</b>	<b>00</b>	<b>Cost of Goods Sold</b>
<b>5630</b>	<b>00</b>	<b>Program Fundraising Expense (See 4500 for Income)</b>
	02	Fundraising Events (use Projects to track)
<b>5631</b>	<b>00</b>	<b>Entity Wide Fundraising Expense (Projects to track) (See 4501 for I</b>
	01	Special Events (entity wide) (Use Projects to track)
	02	Bingo Expense
<b>5635</b>	<b>00</b>	<b>Specific Ministry Expenses (See 4165 for Income)</b>
	50	Classroom Angels Expenses
	51	Specific Ministry Expenses (Ministry Name)
	52	Specific Ministry Expenses (Ministry Name)
	53	Specific Ministry Expenses (Ministry Name)
<b>5640</b>	<b>00</b>	<b>Student Activities Expense (See 4040 for Income)</b>
	01	Activity Expense
	02	Bus Rental Expense
	03	Field Trip Expense
	04	Graduation Expense
	05	Yearbook Expense
	06	Uniform Expense
<b>5650</b>	<b>00</b>	<b>Athletic Activities Expense (See 4050 for income)</b>
	01	Field Rentals
	02	Referee & League Fees
	03	Uniforms
	04	Banquets
	05	Athletic Bus Rentals



<b>5660</b>	<b>00</b>	<b>Banking &amp; Credit Card Fees</b>
	01	Service Charges
	02	Chargeback Fees
	03	Online Giving Fees
	04	Merchant Service Fees
<b>5661</b>	<b>00</b>	<b>Interest Expense</b>
<b>5670</b>	<b>00</b>	<b>Auxiliary Organizations (See 4520 for Income)</b>
	01	Women's Guild
	02	Men's Club
	03	Boy Scout Troop
	04	Cub Scout Pack
	05	Bingo (Auxiliary Organization)

**PARISH &  
SCHOOL  
BALANCE SHEET  
ACCOUNTS**

<b>Asset</b>		
<b>Cash(1100) Operating Cash</b>		<b>Cash - Temporarily Restricted (1150)</b>
Checking: Main Bank Name		DOSP Savings & Loan Restricted
<b>Cash: (1101) Stipends</b>		DOSP Building Fund
Checking: Stipends Bank Name		DOSP Debt Reduction
<b>Cash: (1102) Outreach</b>		Donor Restricted for (Purpose Name)
Checking: Outreach Bank Name		Donor Restricted for (Purpose Name)
<b>Cash: Auxiliary Checking (1103)</b>		Donor Restricted for (Purpose Name)
Checking: Auxiliary Checking: Bank Name		Dedicated Cash Temporarily Restricted
Checking: Fund Raising Bank Name		Purpose Name Donor Restricted Parish R&M
Checking: Bingo Bank Name		Purpose Name Donor Restricted Parish APA
Checking: Bingo Pull Tab Bank Name		Advanced Tuition Fees
Checking: CCW Bank Name		<b>Accounts Receivables (1200)</b>
Checking: CMA Bank Name		Accounts Receivable
Checking: Boy Scouts Bank Name		Accounts Receivable Inter-Entity
Checking: Cub Scouts Bank Name		Tuition Receivable
Checking: Prayer Group Bank Name		<b>Inventory: Goods (1300)</b>
Checking: Booster Bank Name		Inventory Held for Sale
<b>Cash: Petty Cash (1104)</b>		<b>Inventory: Scrip (1301)</b>
Cash: Petty Cash: Office		Inventory Scrip
Cash: Petty Cash: Religious Article/Book Store		<b>Other Assets (1400)</b>
Cash: Petty Cash: Cook/Housekeeper		Prepaid Expenses
Cash: Petty Cash: School		Prepaid Deposits
Cash: Petty Cash: Rectory		<b>Endowments (1500)</b>
Cash: Petty Cash: DRE/Youth Ministry		CSREA
Cash: Petty Cash (User Defined)		Education Endowment
<b>Cash (1120) Unrestricted Savings</b>		Other Endowment
DOSP Savings & Loan Unrestricted Acct#		<b>Land and Improvements (1610)</b>
DOSP Savings & Loan APA Acct#		Land
DOSP Savings & Loan Acct #		Land Improvements
DOSP Savings & Loan Acct #		
DOSP Savings & Loan Acct #		
DOSP Savings & Loan Acct #		

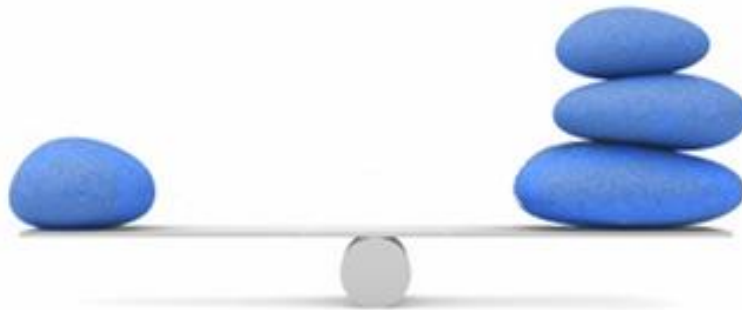
<b>Buildings (1615)</b>		<b>Liability</b>	
Facilities General		<b>Accounts Payable (2100)</b>	
Church Building		Accounts Payable - Trade	
Chapel		Accounts Payable - Diocese	
Rectory		AP Other	
Parish Center Building		<b>Subsidies/Grants Due to Schools (2200)</b>	
Convent		Subsidies/Grants Due to School	
Administration Building		<b>Unremitted Amounts Collected (2300)</b>	
Maintenance Building/Garage		Unsaid Masses Payable	
Auxiliary Bldg		<b>Payroll Taxes (2310)</b>	
Thrift Shop Building		Payroll Taxes	
Religious Article/Book Store		Federal Withholding	
Education/Classrooms		FICA Withholding	
Youth Center Building		Medicare Withholding	
School Building		Out of State Withholding	
<b>Construction in Process (1630)</b>		<b>Other Withholding (2320)</b>	
Construction in Process		401(K) Deductions Payable	
<b>Leasehold Improvements (1640)</b>		Health Insurance Plan Premiums	
Leasehold Improvements		403(b)3 Plan Withholding	
<b>Vehicles (1650)</b>		Other Employee Benefit Plan Withholding	
Vehicles		<b>National Collections (2330)</b>	
<b>Furniture/Fixtures &amp; Equipment (1655)</b>		National Collections	
Equipment and Furniture		Peter's Pence	
<b>Computer Equipment (1660)</b>		Campaign for Human Development	
Computer Equipment		Bishop's Overseas Appeal	
<b>Fixed Asset Additions (1670)</b>		Mission Sunday	
Fixed Asset Additions		Retirement for Religious	
		Special Diocesan Collections	
		Missionary Co-op Collections	
		<b>Accrued Expenses (2400)</b>	
		Accrued Salaries and Wages	
		Accrued Employer Payroll Taxes	
		Accrued Interest Payable	
		Accrued Sick Time	
		Accrued Vacation	
		Accrued Other	

<b>Deferred Revenue (2450)</b>	
Scholarships	
Cost of Education	
Fees	
Other	
<b>Funds Held in Trust for Others (2500)</b>	
Amounts held for Organizations	
<b>Unearned Tuition</b>	
<b>Unearned Awards Received (2510)</b>	
<b>Unearned Step Up Awards : ECC/SCH</b>	
<b>Unearned VPK Awards : ECC/SCH</b>	
<b>Unearned McKay: Awards : ECC/SCH</b>	
<b>Unearned Diocesan Awards: ECC/SCH</b>	
CSTAG (DOSP) Awards : ECC/SCH	
Match Grant Awards : ECC/SCH	
Bridge Awards : ECC/SCH	
Parish Tuition Assistance : ECC/SCH	
Kremer Foundation Awards : ECC/SCH	
Mary C. Forbes: Awards : ECC/SCH	
ELC Grants:Awards : ECC/SCH	
<b>Advance Collections - Tuition &amp; Fees</b>	
<b>Notes Payable DOSP Non Deductible (2600)</b>	
Notes Payable DOSP Non Deductible	
<b>Notes Payable Bank Non Deductible (2601)</b>	
Notes Payable Bank Non Deductible	
<b>Notes Payable DOSP APA Deductible (2700)</b>	
Notes Payable DOSP Assessed Deductible	
<b>Notes Payable Bank APA Deductible(2701)</b>	
Notes Payable Bank Ded	
<b>Loan Proceeds (2710)</b>	
Loan Proceeds	
<b>Loan Payments Made (2711)</b>	
Loan Payments Made	
<b>Net Asset (3100)</b>	
Net Assets	

- The New Chart of Accounts is designed with flexibility.

Note: This is a draft COA and is subject to final review and approval.

- Those that want less do not have to be Burdened with sub accounts they will not use
- Those that want more do not have to make do with a simple Chart of Accounts



# Custom Solutions for Tracking Revenue and Expenses



- Projects allow you to track revenue and expenses without having to create a new account for every special event or program.
- Create projects and associate specific line items of bills, deposits, and journal entries with those projects to allow for easy reporting.
- Examples of uses for Projects are events and ongoing programs .

**Bill Information**

Bank Account: Parish - HomeFederal: A-1-11-01 101

Bill Number: 367 Invoice Number:

Vendor: United States Postal Service [New Vendor](#) Invoice Date: 07/09/2010

USPS Due Date: 7/9/2010

Discount Date:

Terms: Cash

[Assign Check Number](#)

Bank Account: Parish - HomeFederal: A-1-11-01 101 Check Number: 2009115052 Check Date: 7/9/2010 Check Valid: True

#	Account	Amount	Comment	Paid	Project	1099
1	Postage: E-1-001-001-055-04 5203	480.00			Spring Festival	<input type="checkbox"/>
2						<input type="checkbox"/>
3						<input type="checkbox"/>
Total:		480.00				

**Project**

Description: Spring Festival

Project Code:

Revenue Budget: 0.00

Cost Budget: 0.00

You are able to Budget the project and report on the success of your project!

**Festival - Spring**

08/08/14	Bill	7	(250.00)	5220.00PGAG PRINTING & COPYING	Advance Chruch Public	
08/08/14	Bill	1	(154.23)	5840.00PGAG TELEPHONE	Verizon Wireless	
08/08/14	Bill	3	(50.84)	5200.00PGAG OFFICE SUPPLIES	Advance Chruch Public	brochures
08/08/14	Bill	4	(119.88)	5320.00PFIN PUBLIC RELATIONS/ADVERTISING	Oasis Inn	summer blitz
08/08/14	Bill	5	(275.00)	5230.00PGAG COMPUTER EQUIPMENT/SOFTWARE	ABC Computing	comp equip
08/08/14	Deposit	1	1,000.00	4010.00PREV ENVELOPE COLLECTIONS		

<b>Total Revenue:</b>	<b>1,000.00</b>	<b>Revenue Budget:</b>	<b>1,000.00</b>	<b>Revenue Difference:</b>	<b>0.00</b>
<b>Total Cost:</b>	<b>849.95</b>	<b>Cost Budget:</b>	<b>800.00</b>	<b>Cost Difference:</b>	<b>49.95</b>
	<u>150.05</u>		<u>200.00</u>		<u>149.95</u>





- Mapping Sessions - March 24,25,26 & April 21,**22**,23
- Conversion Method: Convert or Bring in Beginning Balances & Month End Journal entries (Parishes & Schools decision to be made by March 30)
- ParishSoft “Hands on Training - April 28,29,30
- Implementations for **Non** Connect Now Users - May
- Conversions for Connect Now Users - June

# Safeguarding Your Data

- Connect Now users data is backed up daily in the cloud by ParishSoft.
- Non Connect Now users to provide an electronic back up of year to date data for FYE 6/30/15 from present accounting system. Data will be stored at the Pastoral Center.



QuickBooks

Sage 50

Peachtree



Other



Take me to the cloud!



WHICH STEP HAVE YOU REACHED TODAY?

# YOUR COA COMMITTEE



*Alice Murray*

*Bonnie Dittbenner*

*Bonnie Rose*

*Diana Coker*

*Julie Acker*

*Kelly Bujaski*

*Pat Brunette*

*Pat Hennessy*

*Paul Hunter*

*Peggy Rhodes*

*Angela Peterson*

*Rob Martin*

*Ron Appel*

*Theresa Miner*



The Roman Catholic  
*Diocese of St. Petersburg*

Office of Finance and Accounting

*Phil Signore*

Director of Finance

*Janice Dooly*

Manager, Financial Systems Administration

*Tom Heironimus*

Director of Parish Accounting & Reporting

**Thank you!**

