

Diocese of San Diego

PARISH CHART OF ACCOUNTS

ASSETS

		Account Type
100	Cash in Bank – Main Checking	Bank
101	Cash in Bank – Building Fund Checking	Bank
102	Cash in Bank – Building Fund Savings	Bank
103	Cash in Bank – Mass Stipend Checking	Bank
104	Cash in Bank – Bingo Checking	Bank
105	Cash in Bank – Savings	Bank
120	<i>Accounts Receivable (System Account for QuickBooks)</i>	
121	Accounts Receivable – Other	Accounts Receivable
130	Other Asset – Funds on Deposit	Other Current Assets
	<i>131 FOD Savings</i>	Other Current Assets
	<i>132 FOD Building Fund Restricted</i>	Other Current Assets
140	Deposits/Prepaid Expenses	Other Current Assets
150	Petty Cash Fund	Other Current Assets
160	Advances/Loans Receivable	Other Current Assets
180	Investments/Stocks/CDs	Other Assets

LIABILITIES

200	<i>Accounts Payable (System Account for QuickBooks)</i>	
201	Accrued Liabilities	Other Current Liabilities
210	Altar Society Funds	Other Current Liabilities
220	Youth Funds	Other Current Liabilities
	<i>2201 Fundraising/Income</i>	Other Current Liabilities
	<i>22011 Expenses/Disbursements</i>	Other Current Liabilities
221	Parish Organization Funds	Other Current Liabilities
	<i>2211 Fundraising/Income</i>	Other Current Liabilities
	<i>2212 Expenses/Disbursements</i>	Other Current Liabilities
230	Debt with Diocese – Current Portion	Other Current Liabilities
250	Special Collections	Other Current Liabilities
	<i>251 Annual Lenten Collection</i>	Other Current Liabilities
	<i>252 Missions of the Holy Father</i>	Other Current Liabilities
	<i>253 Mission Sunday</i>	Other Current Liabilities
	<i>254 National Needs</i>	Other Current Liabilities
	<i>255 Retirement for Religious</i>	Other Current Liabilities
	<i>256 Peters Pence</i>	Other Current Liabilities
	<i>257 Other Special Collections</i>	Other Current Liabilities

270	Restricted Extraordinary Funds	Other Liabilities
	271 <i>School Restricted Gifts</i>	Other Liabilities
	272 <i>Building Fund</i>	Other Liabilities
	2721 <i>Restricted Building Fund Donations</i>	Other Liabilities
	2722 <i>Building Related Expenses</i>	Other Liabilities
	273 <i>Debt Reduction Donations</i>	Other Liabilities
	274 <i>Secondary Education Initiative Donations</i>	Other Liabilities
280	Debt with Diocese – Long term Portion	Other Liabilities
299	Clearing Accounts	Other Current Liabilities
	2991 <i>ACA Check Exchange</i>	Other Current Liabilities
	2992 <i>Refundable Deposits</i>	Other Current Liabilities
	2993 <i>School Clearing</i>	Other Current Liabilities
	2994 <i>Catholic Education Donations</i>	Other Current Liabilities

EQUITY

300	Opening Balance Equity (System Account QuickBooks)	
310	Fund Balance or Retained Earnings	Equity
	Net Income (System Account QuickBooks)	

ORDINARY PARISH RECEIPTS

400	Collections	Income
	401 <i>Plate Collections*</i>	Income
	402 <i>Envelope Collections*</i>	Income
	403 <i>Easter Collections*</i>	Income
	404 <i>Christmas Collections*</i>	Income
405	Offerings for Marriages, Baptisms and Funerals	Income
	4051 <i>Offerings – Marriage*</i>	Income
	4052 <i>Offerings – Baptisms*</i>	Income
	4053 <i>Offerings – Funerals*</i>	Income
	4054 <i>Offerings – Mass Intentions*</i>	Income
	4055 <i>Stipends Paid*</i>	Income
406	Bequests and Donations - Ordinary Unrestricted	Income
407	Interest and Dividends - Excluding Interest from FOD	Income
408	Parish Events – Unrestricted	Income
409	Religious Articles	Income
410	Rental Income	Income
411	Bequests and Donations – Ordinary Restricted	Income
	4111 <i>Flowers*</i>	Income
420	Other Ordinary Receipts	Income

EXTRAORDINARY PARISH RECEIPTS

463	Interest on Funds on Deposit	Other Income
465	Annual Catholic Appeal Rebates	Other Income
470	Religious Education Receipts	Other Income
	471 CCD*	Other Income
	472 Evangelization*	Other Income
	473 RCIA*	Other Income
	474 Adult Education*	Other Income
	475 Confirmation/Youth	Other Income
480	Other Extraordinary Receipts	Other Income
485	Parish Assistance Program	Other Income

ORDINARY PARISH DISBURSEMENTS

501	Salary - Priests	Expense
502	Salary - Supply Priests	Expense
	<i>5021 Supply Stipends - Ordinary*</i>	Expense
	<i>5022 Travel & Meal Allowance*</i>	Expense
	<i>5023 Supply Stipend - Extraordinary*</i>	Expense
503	Fringe Benefits- Priests	Expense
	<i>5031 Health Insurance*</i>	Expense
	<i>5032 Retirement Allowance*</i>	Expense
	<i>5033 Social Security Allowance *</i>	Expense
	<i>5034 Car Insurance*</i>	Expense
	<i>5035 Mileage Allowance*</i>	Expense
	<i>5036 Continuing Formation & Retreat*</i>	Expense
504	Priests Pension	Expense
510	Salary - Other	Expense
	<i>511 Salary - Office and Administration*</i>	Expense
	<i>512 Salary - Maintenance*</i>	Expense
	<i>513 Salary - Religious Education*</i>	Expense
	<i>514 Salary - Music and Liturgy*</i>	Expense
520	Fringe Benefits - Other	Expense
	<i>521 Fringe Benefits - Office and Administration*</i>	Expense
	<i>522 Fringe Benefits - Maintenance*</i>	Expense
	<i>523 Fringe Benefits - Religious Education*</i>	Expense
	<i>524 Fringe Benefits - Music and Liturgy*</i>	Expense
531	Postage	Expense
532	Telephone and Telecommunications	Expense
533	Supplies – Office	Expense
534	Supplies - Ministry and Program	Expense
535	Meetings Attended	Expense
536	Meetings Sponsored	Expense
537	Professional Services	Expense
538	Dues and Subscriptions	Expense
539	Taxes and Licenses	Expense
540	Groceries and Meal Allowance	Expense
541	Furniture and Equipment	Expense
542	Miscellaneous	Expense
543	Bank Charges	Expense
	<i>5431 Bank Service Charge*</i>	Expense
	<i>5432 Credit Card Merchant Fees*</i>	Expense
	<i>5433 Overdraft Fees*</i>	Expense

550	Utilities	Expense
551	<i>Electricity*</i>	Expense
	552 <i>Gas</i>	Expense
	553 <i>Water and Sewer*</i>	Expense
	554 <i>Cable & Internet*</i>	Expense
	555 <i>Waste Disposal*</i>	Expense
	556 <i>Homeowners Fees*</i>	Expense
560	Repairs and Maintenance	Expense
	561 <i>Church*</i>	Expense
	562 <i>Hall*</i>	Expense
	563 <i>Offices*</i>	Expense
	564 <i>Rectory*</i>	Expense
	565 <i>Landscape & Gardening*</i>	Expense
	566 <i>Janitorial*</i>	Expense
	567 <i>Supplies*</i>	Expense
	568 <i>Equipment Service Contracts</i>	Expense
	569 <i>Parking Lots</i>	Expense
570	Diocesan Tax	Expense
571	Insurance - Property and Automobile	Expense
572	Interest	Expense
573	Parish Events	Expense
574	Religious Articles – Resale	Expense
575	Rent	Expense
576	Rental Related Expense	Expense

EXTRAORDINARY PARISH DISBURSMENTS

600	Religious Education Subsidy	Other Expense
	601 <i>CCD*</i>	Other Expense
	602 <i>Evangelization*</i>	Other Expense
	603 <i>RCIA*</i>	Other Expense
	604 <i>Adult Education*</i>	Other Expense
	605 <i>Confirmation/Youth</i>	Other Expense
610	Donations and Charity	Other Expense
	611 <i>Charities 501c3*</i>	Other Expense
	612 <i>For the Poor*</i>	Other Expense
620	Major Repairs	Other Expense
630	Major Furniture and Equipment	Other Expense
640	New Property and Construction	Other Expense
670	School Subsidy	Other Expense
671	Secondary Education Subsidy	Other Expense
700	Parish Assistance Program	Other Expense

** indicates examples of sub-accounts*

ASSETS

100 Cash in Bank

All checking and savings accounts should be included as 'banks' listed individually and not as subaccounts.

120 *Accounts Receivable (System Account for QuickBooks- cannot be posted to manually)*

121 Accounts Receivable – Other

Amounts due to the parish from outside sources – use account #160 for employee or parishioner advances or loans.

130 Funds on Deposit

All funds on deposit with the diocese – each fund should be a subaccount to facilitate reconciliation and reporting. Interest accrued monthly is recorded with a journal entry debiting the funds on deposit accounts and crediting account #463.

140 Deposits/Prepaid Expenses

Refundable deposits due to the parish from outside sources and prepaid parish expenses.

160 Advances/Loans

Amounts advanced to employees to be deducted from employee's paychecks and loans to employees or parishioners to be repaid directly to the parish.

180 Investments/Stocks

Certificates of Deposit (CDs), stocks, and bonds held in the name of the parish.

LIABILITIES

200 *Accounts Payable (System Account for QuickBooks cannot be posted to manually)*

201 Accrued Liabilities

Amounts owed by the parish not recorded in account #200. Examples: lawsuit settlements not paid immediately, installment debt such as large credit card purchases paid over several months, estimated liabilities at year end.

210 Altar Society Funds

Dues and fundraising proceeds held on behalf of the Altar Society. Expenses are charged to this account. The net amount in the account shows available funds held for the Society (Altar Society may have different names).

220 Youth Funds

Youth fundraising proceeds held for the youth events and projects. Event and project expenses are charged to subaccounts. The net amount is the amount held for future youth events and projects. Program expenses should not be charged to this account.

221 Parish Organization Funds

Rather than parish organizations having their own checking accounts, the parish can set up current liability accounts that maintain the integrity of the organization's funds. Proceeds are deposited to the account and expenses paid are charged to the accounts. The net amount is the balance of the organization's funds held by the parish. Subaccounts can be set up for the inflows and outflows.

230 Debt with the Diocese – Current Portion

The amount of debt repayment for one year is recorded in this account. The balance of the loan is recorded in account #280. Payments on the debt are charged to account #280. This account helps in determining cash requirements for each year.

250 Special Collections

Amounts collected and payments to the diocese are recorded in these accounts (See chart of accounts). A subaccount for each collection is encouraged to aid in reconciliation and reporting.

270 Restricted Gifts for Extraordinary Purposes

Gifts or net event proceeds that are restricted by the donors to be used only for an extraordinary purpose - *building fund, debt reduction, school support, or Secondary Education Initiative*. Gifts restricted for an ordinary purpose should be classified to account 411. For the building fund and major renovation, proper accounting records should be maintained that show that either the funds were used for the restricted extraordinary purpose intended, are on hand, or are on deposit with the diocese. If the funds were used for ordinary purposes, the receipts should be re-classified as ordinary receipts. For *school support, debt reduction, or Secondary Education Initiative* donations, the payments to the school or to the diocese should be charged to the appropriate account #270 subaccount.

Note: Parishes should account for different types of restricted gifts separately so that they can keep track of the restricted amounts. Disbursements of extraordinary funds should be charged to the appropriate subaccount. A detailed file of all restricted gifts should be maintained to provide support for the amounts reported on the annual financial report to the diocese.

280 Debt with the Diocese – Long Term Portion

Debt owed to the diocese less the current portion is recorded in this account. There should be a subaccount for each debt account to aid in reconciliation and reporting. Payments on the debt are charged to this account. Monthly accrued interest is recorded by journal entry debiting account #572 and crediting this account.

299 Clearing

Funds received by the parish that do not belong to the parish, e.g., ACA cash, school collections, Adopt-a-Student or catholic education not recorded in liability accounts, amounts due to or from the school for expenses, and refundable deposits collected for use of parish facilities. Subaccounts for each type are encouraged to aid in reconciliation and reporting.

ORDINARY PARISH RECEIPTS

400 Collections

All Sunday collections, daily collections, holy day collections (i.e. Christmas, Easter, etc.) and second collections not restricted for an extraordinary purpose (building fund, school support, debt repayment or diocesan special collections).

Note: Parishes may wish to keep track of collections in more detail for internal reporting and budgeting purposes (See chart of accounts, account #400 - #404). For annual reporting to the diocese, these accounts should be combined.

405 Offerings or Marriages, Baptisms, Funerals and Mass Intentions

Offerings made for marriages, baptisms, funerals, and Mass intentions. Stipends and stole fees paid to priests and deacons should be charged to this account. Please refer to the diocesan policy on compensation of priests regarding stole fees and stipends.

406 Bequests and Donations - Ordinary Unrestricted

Bequests from estates, trusts and other donations not restricted.

407 Interest and Dividends - Excluding Funds on Deposit

Interest and dividends received. Interest on funds on deposit should be posted to account #463.

408 Parish Events - Unrestricted

Proceeds from all parish events not restricted for extraordinary purposes (building funds, school support or debt reduction). Event expenses should be charged to account #573. These expenses are netted against parish event income for diocesan tax purposes. Funds from events for restricted extraordinary purposes (building funds, school support or debt reduction) should be charged to the appropriate account #270 subaccount.

409 Religious Articles

Revenue from sale of religious articles including: votive candles, Southern Cross, magazines and pamphlets. The costs of religious articles should be charged to account #574. The costs are netted against revenue from the sale of religious articles for diocesan tax purposes.

410 Rental Income

Income from parish property rentals, fees, donations, and charges for the use of parish facilities. Direct expenses related to generating rental income should be charged to account #576. The expenses are netted against rental income for diocesan tax purposes.

411 Bequest and Donations – Restricted – Ordinary Expense

All donations restricted by the donor for an ordinary expense should be charged to this account including: flowers, hosts, altar supplies, statues, maintenance, religious education, salaries, etc.

420 Other Ordinary Receipts

All other miscellaneous income including: bulletin rebates, electronic scrip, and unidentified funds. Current year vendor refunds should be charged to the account where the expense was recorded. Prior year refunds should be charged to account #480.

EXTRAORDINARY PARISH RECEIPTS

463 Interest on Funds on Deposit

Interest accrued on funds on deposit accounts with the diocese. The interest is excluded from the calculation of diocesan tax.

465 Annual Catholic Appeal Rebates

Rebates received from the Annual Catholic Appeal. If a rebate is applied to either funds on deposit or to debt, a journal entry should be made to record the rebate and increase the funds on deposit or reduce the debt.

470 Religious Education

All fees, donations and proceeds from fundraisers for religious education programs. Parishes may want to use several subaccounts for different programs, especially for budget purposes.

480 Other Extraordinary Receipts and Refunds from Prior Years

All proceeds from insurance claims or lawsuit settlements. These amounts are not subject to diocesan tax. Also, use this account for vendor refunds from prior years that would distort the current year financials. Current year refunds should be charged to the same expense account where the expense was originally charged. Vendor refunds are not subject to diocesan tax.

485 Parish Assistance Program

Assistance received from other parishes in the diocese.

ORDINARY PARISH DISBURSEMENTS

501 Salary - Priests

Diocesan compensation to priests officially assigned to the parish.

502 Salary – Supply Priests

Compensation to non-assigned priests including: stipends, mileage, housing, travel expenses.

503 Fringe Benefits - Priests

Payments made to or on behalf of priests assigned to the parish for health insurance, retirement allowance, social security allowance, retreat allowance, continuing formation, car insurance, gas allowance, moving allowance or any other benefit (See Diocesan Handbook for descriptions and amounts for allowances).

510 Salary - Other

All other salaries including: deacons employed by the parish, religious, lay office/administrative, household/custodial, religious education, music and liturgy staff. Bonuses (Christmas, Easter, etc) are considered additional salary and should be listed on the payroll timesheets as other pay so that they can be paid through payroll. Parishes may wish to use sub-accounts to provide more detailed information on expenses in this account. For reporting to the diocese, however, the sub-accounts would be combined into account #510.

520 Fringe Benefits - Other

Cost of fringe benefits provided by federal and state programs and by the diocese and parish. This includes Social Security and Medicare taxes, unemployment and disability insurance, workers' compensation, life and health insurance, pension contributions, and employee assistance program. Parishes may wish to use sub-accounts to provide more detailed information on expenses in this account. These sub-accounts would be combined and reported under account #520 on the annual report to the diocese.

531 Postage

All direct mailing costs including stamps, post cards, postage meter refills, bulk mailing charges (including permit fees), PO Box fees and courier charges (Federal Express, UPS, etc.).

532 Telephone and Telecommunications

Local and long distance telephone service charges as well as charges for telecommunications such as fax, pagers, cellular phones and modem lines.

- 533 Office Supplies**
Supplies used for office and administrative activities. This would include the cost of stationery, printing, computer supplies as well as miscellaneous office supplies. Public relations and advertising expense are recorded in this account.
- 534 Ministry and Program Supplies**
All liturgy expenses such as hosts, sacramental wine, vestments, candles, missals, music supplies and environmental care are charged to this account. Other ministry and program expenses may also be charged to this account.
- 535 Meetings Attended**
Costs associated with attending meetings, workshops, and retreats outside the parish including transportation, meals and lodging.
- 536 Meetings Sponsored**
Costs associated with meetings, workshops and retreats sponsored by the parish.
- 537 Professional Services**
Cost of professional services including: legal, accounting, computer, financial planning, and fund raising consultants.
- 538 Dues and Subscriptions**
Membership fees for religious organizations and professional groups. Costs of magazine and other periodicals not for resale would also be reported here.
- 539 Taxes and Licenses**
Taxes and licenses including: property tax, sales tax, auto and other licensing fees. The cost of music royalties and other permits would be included here.
- 540 Groceries and Meal Allowance**
Groceries for the rectory and priests' meal allowances - only. Other household expenses such as homeowner's fees, utilities, furniture, cleaning, household supplies and repairs and maintenance should **not** be charged to this account but to the accounts designated for such purposes.
- 541 Furniture and Equipment**
Furniture and equipment with a value of less than \$1,000 including: church, parish office and rectory items such as desks, chairs, file cabinets, computers, telephones, and rectory furniture. Leases of copiers and computer equipment are recorded here.

542 Miscellaneous

Unique parish expenses that are not included in specific expense accounts. Bank charges are recorded in this account.

543 Bank Fees

Bank charges and fees are recorded in this account including: merchant fees, returned check fees, and overdraft charges. Check printing charges should be charged to Office supplies. Returned checks should be charged to the account that the check was deposited into. Only the service charge should be charged to this account. Sub accounts are suggested to identify and separate the different types of fees and charges.

550 Utilities

Utilities include: electricity, gas, water, sewer, cable TV, internet access fees, waste disposal, and homeowners fees. Charges for telephone and other miscellaneous telecommunications are charged to account #532. Parishes may wish to set up sub-accounts for each utility. For reporting to the diocese in the annual report, all utilities would be combined into account #550.

560 Repairs and Maintenance

Cost to repair and maintain parish buildings and grounds. Examples are supplies and equipment used by maintenance personnel and janitorial service vendor payments. Also included are costs of repairs to electrical, heating/air conditioning, plumbing, painting, carpentry and roof repairs. The parish may want to use subaccounts to track costs to maintain each building or area (See the chart of accounts for examples). Service contracts on equipment such as computers, copiers and telephones are charged to this account. (Items over \$2,500 should be charged to Major Repairs, account #620.)

570 Diocesan Tax

Tax paid to the diocese. Priest's pension should be charged to account #504.

571 Insurance

Bills from the diocese for property, earthquake and liability coverage on church property should be charged to this account. Automobile insurance on parish vehicles is also charged here. Priest's auto insurance should be charged to Clergy Fringe Benefits, account #503.

572 Interest

Interest paid on indebtedness of the parish including accrued interest on diocesan debt.

573 Parish Events

Direct costs of parish events (account #408) sponsored by the parish are recorded in this account, including any advertising or publicity for the events. Parish events that do not generate income are also charged to this account. Subaccounts are encouraged.

574 Religious Articles - Resale

Cost of religious articles for resale shown in account #409, including votive candles and other devotional items.

575 Rental Expense

Rent paid for parish use of non parish property (parking lots, residential rent or lease payments, etc.), storage space, storage containers, or equipment. Subaccounts are encouraged for different types of rental expenses. Lease to own payments for copiers or computers should be recorded in account #541.

576 Rental Related

Expenses associated with parish property that is rented to others shown in account #410.

EXTRAORDINARY PARISH DISBURSEMENTS

- 600 Religious Education**
Direct expenses for Religious Education programs such as: School of Religion, RCIA, Youth and Adult programs.
- Note: Parishes may wish to use sub-accounts to track costs of individual programs. All costs, however, should be combined into account #600 for reporting to the diocese.
- 610 Donations and Charity**
Gifts made by the parish to other 501c3 organizations should be charged here. Bonuses and other gifts for priests, parishioners, volunteers and employees should not be recorded as a donation or charity.
- 620 Major Repairs**
Cost of remodeling or other extraordinary repairs that exceed \$2,500 in aggregate cost.
- 630 Major Furniture and Equipment**
Cost of furniture and equipment that exceed \$1,000 in aggregate cost.
- 640 New Property and Construction**
Cost to construct a new building including acquiring land. Modifying the use of a building or extending the life of a building.
- 670 School Subsidy**
Lump sum cash payments as well as any other assistance given directly to a school are shown here. Tuition assistance paid by the parish to any diocesan school is recorded in this account.
- 671 Secondary Education Subsidy**
Payments to the Secondary Education Initiative are recorded in this account.
- 700 Parish Assistance Program**
Donations to aid other less affluent parishes.

APPENDIX

Modification to the Chart of Accounts

The chart of accounts is set up to be flexible in order to meet the needs of both large and small parishes. Some parishes need only basic information because the operations are not complex. As the size and complexity of parishes increase, the need for more detailed information increases. Moreover, pastors and parish finance councils need additional information to fulfill their responsibilities. The numbering system has been designed to allow expansion of the chart of accounts. For example, "Collections" is account #400. Any number of subaccounts may be used to provide more detail.

Small parishes with either manual or limited computer availability may want to use the chart of accounts without modification. More sophisticated parishes may wish to add more subaccounts or departmentalize. This would be determined by the pastor in collaboration with the parish finance council.

Year End Diocesan Reporting

All subaccounts should be collapsed (combined) into totals for the annual financial statement to the diocese.