

**PARISH CHART OF ACCOUNTS
BALANCE SHEET DEFINITIONS**

ASSETS

This section contains definitions of accounts listed as assets and liabilities in the Parish Consolidated Balance Sheet Chart of Accounts. These accounts include all assets, liabilities, and fund balances for the entire parish including schools, convent, church, rectory, CYO, etc.

- 1110 *Cash* is defined as available money. This includes money actually readily available by writing a check (check and money market accounts).
- 1120 *Receivables* are only those known, existing obligations owed to the parish organizations by outside entities.
- 1150 *Investments* are monies invested in savings, CD, securities, etc and are not readily available as cash, e.g. cannot write daily checks to access the funds. ***Investments should be carried on the books at market value.***
- 1200 *Land, Building, and Equipment* are fixed assets stated at the insurance replacement values **only through 6/30/94**. The practice of updating this line for annual insurance values was discontinued. Future additions to the account will arise from all land acquisitions, new buildings, newly acquired existing buildings, and improvements (but not repairs and replacements which are expenses) to land and buildings exceeding \$25,000. Additions are to be recorded at cost or donated value.

LIABILITIES

- 1500 *Payroll Related* are self-explanatory.
- 1600 *Payables* are known obligations which have not been paid.
- 1900 *Fund Balance* is the difference between total assets and total liabilities. Any change in the fund balance must be caused by an identifiable change in the asset and liability accounts.

Fund balance should be segregated among those funds which are not restricted as to its use and those which are designated or restricted (such as funds designated for cemetery perpetual care, for a new church, for air conditioning replacement, etc.).

INCOME

This section contains definitions of parish accounts listed as income for the Parish.

- 2100** **Ordinary Income** is defined as regularly recurring income to a parish for its general support and operations. This includes the collections at worship; fund raisers such as bingo, bazaars, carnivals, suppers; income from rentals and investments.
- 2100 *Weekly Offertory* – Regular weekend offertory collections, which includes envelope cash and checks along with loose cash and checks.
- 2115 *Holy Days Offertory* – The collection taken up at all Holy Day Masses and their Vigil.
- 2120 *Christmas Collection* - The collection taken up at all Masses Christmas Day and the Vigil.
- 2125 *Easter Collection* - The collection taken up at all Masses Easter Day and the Vigil.
- 2130 *Devotion Offerings* – Collections taken at Novenas, Missions, and other such devotions.
- 2131 *Stipends* – Monies received for the celebration of a Mass.
- 2140 *Parish Special Collections* – Monies received from special parish collections to defray ordinary costs; these include: fuel collections; collections to defray costs of floral decorations for Christmas, Easter, and other festive occasions; regular building maintenance and repair collections; etc.
- 2150 *Church Benefits/Parish Projects* – Gross receipts from church benefits such as, carnivals, bingo, bazaars, suppers, social events, etc.
- 2160 *Rents* – Income (gross) received through rental of church-owned properties and facilities.
- 2170 *Votive Lights Income* – Income from votive light stands.
- 2175 *Paper, Pamphlets, Books* – Receipts from sales of newspapers, books, magazines, religious articles, etc.

2180 *Dividends and Interest* – Dividends: income received from stocks and bonds; interest received on saving accounts, money market accounts, certificates of deposit, and other investments.

2190 *Other Income* – Regular ordinary income which does not easily fit into the above categories.

2200 ***Special Purpose Income*** are monies regularly or occasionally received for special and specific purposes, such as reimbursements for a resident's living expenses, school tuition and fees, a building campaign, and collections for specific charitable purposes.

2210 *Clergy Living Allowance* – Funds paid to a parish for resident priests, deacon interns and seminarians.

2230 *Special Approved Campaign Funds* – An account used for proceeds from a special campaign such as, new construction, major repairs/renovations or school endowment programs, etc. The campaign must have **written approval from the Diocesan Bishop**. Approval will be based on information submitted by the parish on a specific purpose for the campaign, including a timetable which identifies the start and conclusion of the special campaign, method of solicitation, target, etc.

2235 *Over-Target Appeal Income* – Refunds from the Annual Catholic Appeal.

2240 *Poor Box* – Monies collected in the poor box.

2245 *Special Charity Income* – Receipts from any specially designated charitable collection that will be remitted to the designee; e.g. Little Sisters of the Poor or special help to poorer parishes or a burnt out family. Excludes Special Parish Collections which belong in account 2140 and excludes donations for specific purposes that are not poor or needy. Specific purpose donations (e.g., special gifts, memorials, etc.) belong in account 2310.

2250 *Parish and Family Life Ministry Income* – Include here all income to promote the spiritual life and growth of the parish, families, and community.

2260 *Youth Ministry Income* – Include here income for programs designed to foster the personal and spiritual growth of young people; includes costs of social and athletic activities.

- 2270 *Parish Social Ministry Income* - Include here all income received from or for programs designed to provide Christian service and assistance to parishioners and local community (e.g., Outreach, St. Vincent de Paul, etc.).
- 2275 *Hispanic Ministry Income* – Include here all income received from the Hispanic community for programs by the Hispanic community.
- 2280 *Diocesan Capital Campaign* – Include here all income received as a result of the sponsored Diocesan campaign.
- 2290 *Other Special Purpose Income*

2300 ***Extraordinary Income*** are receipts that are not normally projected in the parish budget, such as special gifts, memorials, etc.

- 2310 *Special Gifts, Bequests, Endowments, and Memorials* – Limited to amounts received under a Will or as a **restricted gift** which requires expenditure for a specific purpose. All other bequests belong in account 2312.
- 2312 *Bequests* – Non-specific bequests received.
- 2315 *Donations and Other Gifts* – Donations and gifts received other than through collections.
- 2320 *Gain (Loss) on Sale of Property or Fixed Assets* – Income for sale of land, furniture & fixtures, machinery, equipment, buildings, etc.
- 2330 *Proceeds from Grants* – Solicited outside funds.
- 2340 *Gain (Loss) on Sale of Securities* – This is the difference between the market value of the investment and the net proceeds of its sale.
- 2360 *Unrealized Gain (Loss) on Investments* – Interest and/or dividends earned/ (lost) on investments (change in Market Value).
- 2390 *Other Income* - Extraordinary income which does not easily fit into the above categories.

EXPENSES

This section contains the definitions of accounts listed as expenses for the Parish.

- 3000** **Clergy/Parish Ministers/Rectory** are expenses associated with the parish clergy and pastoral ministers, including the costs associated with the Rectory.
- 3010 *Salaries: Clergy* – Salaries paid to all clergy attached to the parish.
- 3011 *Expenses – Extra Clergy* – Fees paid to non-staff clergy for services rendered such as weekend and vacation coverage, assistance with confessions, etc.
- 3015 *Salaries: Deacon Intern/Seminarians* – Salaries paid to Deacon Interns assigned to the parish or seminarians on summer assignment.
- 3020 *Salaries: Pastoral Ministers* – Salaries paid full or part-time pastoral associates, both lay and religious.
- 3025 *Salaries: Cooks/Housekeepers* – Salaries paid to cooks and housekeepers.
- 3030 *Clergy Education/Workshops/Retreats* – Expenses for that portion of costs for retreats, education course and workshops for the priests and pastoral ministers paid for by the parish.
- 3040 *Clergy Business Expenses* – Payments of clergy’s monthly business allowance.
- 3041 *Stipends–Earned* – contributions received from parishioners and non-parishioners for stipends.
- 3042 *Stipends–Parish* – monies needed to pay the clergy the minimum guaranteed stipend amount.
- 3043 *Clergy Bonus* – A Christmas bonus may be paid to the clergy.
- 3044 *Reimbursement of FICA–Clergy* – Clergy is entitled to reimbursement of one-half of the amount of FICA taxes paid.
- 3050 *Household Expenses* – Rectory expenses such as food, non-alcoholic beverages, dining room and kitchen supplies, linens, etc.; not for furniture and fixtures which belong in Capital Expenditures, account 3930.

- 3060 *Utilities – Fuel*
- 3063 *Utilities - Electric*
- 3065 *Utilities – Water/Sewer*
- 3070 *Repairs & Maintenance/Rectory* – Costs of those activities concerned with keeping the rectory grounds, building and plant equipment at their original condition of completeness or efficiency.
- 3080 *Living Allowance for Pastoral Ministers or Pastoral Ministers* – Payment of any living expenses to a pastoral minister. Also include here allocated costs for any pastoral minister living in a local convent.
- 3090 *Other Expenses* – includes all costs associated with clergy, pastoral ministers, and rectory that cannot be classified in any of the above accounts.

3100 ***Administration and Support*** are expenses related to the daily administration of the parish including the support staff.

- 3110 *Salaries: Secretarial/Office* – Salaries for secretaries/clerical staff, including office manager and bookkeepers.
- 3120 *Office Supplies* - Expenditures for all office supplies such as, pens, pencils, paper, paper clips, etc.
- 3130 *Telephone* – telephone costs including internet.
- 3135 *Postage* – Expenditures for postage including U.S. Mail, UPS, Federal Express, etc.
- 3140 *Meetings & Conferences* - Includes Parish Council and Parish Committee expenses, appreciations and social dinners.
- 3150 *Auto & Travel* – Auto and travel expenses for parish employees other than clergy and pastoral ministers.
- 3160 *Books, Periodicals, Printing* – Purchase of books and periodicals for office staff use (includes cost of printing bulletins, notices, letters, etc.).
- 3170 *Equipment Repair & Maintenance* – Including maintenance, contracts on small equipment (e.g. computers, copiers, etc.) and replacements under \$2,500.

3180 *Other Expenses* – includes all administrative costs that cannot be classified in the above accounts.

3200 ***Church and Hall*** are costs for the maintenance, physical up-keep and operation of the church and hall.

3210 *Salaries: Custodians, Sextons, etc.* – Salaries of maintenance personnel, custodians, sextons, groundskeeper, etc. If personnel works for both parish and school, costs are to be apportioned between each unit. Payments to independent contractors are entered in account 3220.

3220 *Ordinary Repairs & Maintenance* – Costs of those activities concerned with keeping grounds, building and plant equipment at their original condition of completeness or efficiency through regular maintenance and repair. Examples are purchases of lumber, hardware, wiring supplies used by church employees, expenditures (labor and materials) for repair of buildings and equipment through contractual agreement including general carpentry work, electrical repairs, plumbing, exterminating, painting, roof repairs, repairs to fences, lawn, repair of burner, air conditioners, tractors, mowers, etc., and replacements under \$2,500.

3231 *Utilities: Fuel*

3233 *Utilities: Electric*

3235 *Utilities: Water/Sewer*

3240 *Building and Maintenance Supplies* – Expenditures for brooms, mops, rakes, floor wax, light bulbs, fuses, paper towels, paper cups, toilet paper, paint, glass, supplies for care of grounds, etc.

3250 *Other* – Costs that cannot be classified in the above accounts.

3300 ***Liturgy*** are expenses associated with the conduct of sacred worship.

3310 *Salaries* – Salaries paid Liturgy Coordinators, music director, cantor, organist, choir, folk group, etc.

3220 *Supplies* – Expenditures for altar candles, flowers, linens, vestments, hosts, wines, manuals, missals, prayer cards, cruets, vases, music, etc, exclude votive candle cost which belongs in account 3170.

3330 *Other* – Costs incurred by Liturgy that cannot be classified in the above Liturgy accounts.

3400 ***Charity*** are monies designated for charitable works.

3410 *Poor Box Distribution* – Expenditures of poor box receipts.

3420 *Special Charity Expenses* – Expense account for income account 2245. Expenditures for specially designated charitable collections for poor parish or burned out family. Does not include expenditures for the regular parish social or Christian ministry programs.

3430 *Other* – Costs incurred for special charities that cannot be classified in the above Charity accounts.

3500 ***Expenditures for specific ministries and programs*** are costs related to specific programs and ministries conducted by the parish for both the parish and the larger community.

3510 *Parish and Family Life Ministry* – Expenses incurred for costs of programs and service designed to promote the the spiritual life, development and growth of the parish, families and community. You may wish to set up sub-accounts for specific ministries such as Family Life and/or Enrichment Programs, Senior Citizen Programs, etc.

3530 *Youth Ministry* – Cost of programs and services fostering the total personal and spiritual growth of young persons; includes costs of social and athletic activities.

3550 *Parish Social Ministry* – Costs incurred for programs designed to provide Christian service and assistance to parishioners and the local community. You may wish to set-up sub-accounts for specific projects and programs such as Parish Outreach, St. Vincent de Paul Society, etc.

3560 *Hispanic Ministry* – All expenses incurred on behalf of the Spanish Community.

3590 *Other* – Any costs incurred that cannot be classified in the above accounts.

3600 Fixed costs and benefits

- 3610 *FICA/Medicare* – Parish portions of FICA and Medicare for all parish lay employees.
- 3620 *Pensions:*
- 3622 *Pensions: Clergy* – Retirement payments for all clergy assigned to the parish.
- 3623 *Pensions: Religious* – Retirement contributions for religious on the parish staff. Expenses for religious employees in the school are charged to accounts 4620 and 6620.
- 3630 *Health Insurance:*
- 3631 *Health Insurance : Clergy* – Payments for medical insurance for clergy assigned to the parish.
- 3632 *Health Insurance: Lay* – The parish’s share of health insurance for lay employees.
- 3633 *Health Insurance: Religious* – Payment of health insurance costs for religious on parish staff. Expenses for religious employed by the school are charged to accounts 4630 and 6630.
- 3640 *Workers’ Compensation* – All parish staff including clergy and religious. Expenses for religious employed by the school are charged to accounts 4640 and 6640.
- 3650 *Insurance:* Expenditures for property and liability insurance.
- 3651 *Insurance:* Church
- 3652 *Insurance:* Rectory
- 3653 *Insurance:* Hall
- 3655 *Insurance:* Autos, etc.
- 3690 *Other:*

3700 Expenses with related income

- 3710 *Votive Candles* – Costs of votive candle for votive light stands, exclude altar candles (Income account 2170).
- 3720 *Pamphlets, Papers* – Purchase of Pamphlets, books, papers, religious articles, etc. to be resold (Income account 2175).
- 3740 *Church Benefits/Parish Projects* – All expenses incurred in conducting benefits such as bazaars, carnivals, etc. These expenses are related to the income shown in account 2150.
- 3790 *Other*

3800 Non-program expenses

- 3810 *Diocesan Assessments*
- 3815 *Interest*
- 3830 *Diocesan Capital Campaign* – Expenses incurred to have a successful Bringing the Vision to Life campaign.
- 3840 *Shortfall – Annual Appeal* – Each parish is assigned a goal for the annual appeal. If the goal is not attained the parish is responsible for the difference.
- 3850 *School Assessments* – Payments made to a regional school.
- 3890 *Other*

3900 Capital expenses are expenditures of \$2,500 to \$24,999 for the improvements to land and buildings. Also all purchases \$2,500 - \$24,999 of all other fixed assets such as machinery, equipment, vehicles, furniture and fixtures. Expenditures under \$2,500 are expensed through the regular repairs and maintenance accounts (or other operating expense accounts). All repairs and replacements, which cannot be considered capital asset improvements, are expensed here for \$2,500 to an unlimited dollar amount. This is not a reclassification of capital asset expenses into the asset on the balance sheet. These line items are true expenses that are just separated out in the income statement due to their size.

- 3920 *Building Related* – Includes all repairs and replacements \$2,500 to an unlimited dollar amount. Also includes the \$2,500 - \$24,999 improvements of an existing building.
- 3930 *Equipment* – Expenditures \$2,500 to \$24,999 for the purchase of initial and additional individual furniture and equipment (including vehicles). Does not include instructional equipment for those of school or religious education accounts.
- 3990 *Other*