

# ***Chart of Accounts - Proposed Revisions***

As of November 15, 2016

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<b><u>Account Number</u></b>	<b><u>Account Name</u></b>	<b><u>Type of Change</u></b>
111100	Checking Account	Modified description - main parish checking account - header account for parish checking should always be reconciled
111200	Parish Cash	Parish Unrestricted cash within Main checking account - to be used when other restricted cash accounts are in place
111700	Organization Bank Accounts	Modified Name / Description - should be a header
1117XX	(Org Name)	Added as a sub of 111700 - example
1199	Undeposited Funds	Description modified to indicate QB generated account
131100	Investment Fund Assets	Amended structure to show as a sub of 131
131200	Undistributed Earnings	Amended structure to show as a sub of 131
1511XX	Accounts Receivable-SY XX/XX	Examples of Sub-Accounts modified / added
1511XX	Accounts Receivable-After Care	Examples of Sub-Accounts modified / added
151300	Allow/Doubtful Accts- Tuition	Amended structure to show as a sub of 151100
12	SLAF Assets	Name modified
211600	Accounts Payable - Archdiocese	Amended description to include "Current Fiscal Year"
221120	(Name) Credit Card	Examples of additional credit cards
221130	(Name) Credit Card	Examples of additional credit cards
233530	P/R WH-Term Life	Added Back in - not mandatory to pay this benefit before payroll; added description
244200	Latin American Apostolate	Amended description
244220	Mission Co-Op	Amended description
244900	Other ARCH Special Collections	Modified name; added description and examples
244950	Other Non-Profit Collections	Proposed NEW Account to reflect special collections for other non-USCCB/Arch Collections
271390	Unearned Grant - Parish	Proposed NEW Accounts used to record awarded grants for which funds have not been received OR that will be amortized using tuition schedule
271391	Unearned Grant - AIC	
271392	Unearned Grant - CFTA	

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271393	Unearned Grant - Beyond Sunday	
271394	Unearned Grant - ETTB	
271395	Unearned Grant - Other	
3900	Fund Balance	Description modified
415100	Gifts-Unrestricted	Amended description to include First Offering, Year End Gifts, etc
415500	Gifts-Non Parish Orgs.-Unrstd	Description modified
435800	Gifts-Non Parish Orgs. Restr.	Description modified
446610	CYC/CAC Fees Paid/Reimb	Modified name to include "CAC"
473 / 474	Fund Raising	Comment added on how to "Net" FR Event or Organization
521700	Supplies-Liturgical Music	Proposed NEW Account for liturgical music (sheet music, etc).
522130	Supplies-Tech - Non-Capitalized	Amended description to include Audio/Visual
527500	Cost of Sales-Gift/Other Items	Description Amended
527600	Cost of Awards / Prizes	Re-instated account; description added
532700	Self Study Program	Reinstated Account - Self Studay Program
541	Building Related Costs	Name added
541210	Contract Services-IT	Proposed NEW account - Contract Services-IT
552200	Trfs-Other Parish-Misc.	Removed Account
553910	Trfs-Arch-Special Collection	Reinstated Account - Trfs-Arch Special Collection
553950	Trfs-Arch-Other Entities	Modified description to incorporate 552200

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<b><u>Outstanding Questions</u></b>		<b><u>Proposed Response</u></b>
Cash Exchange		To be used only on a dollar for dollar basis for non-program related items Examples for use: <ul style="list-style-type: none"><li>- Posting Misapplied Payments / Credits on AR</li><li>- Posting deductions for Net Zero Paychecks (Christmas Bonuses for Scrip)</li><li>- Cash Donations for the Annual Catholic Appeal</li><li>- Items for which direction is pending on proper posting</li><li>- Fraudulent Charges on a credit card pending reversal</li><li>- Mass Stipends deposited with Sunday Offerings that are moved to Stipend Accounts</li></ul>
Field Trips		Revenue should be recorded under 446500 Expense should be recorded under 531700
Sales of Items <i>ie: school uniforms, yearbooks, etc</i>		Revenue should be recorded under 472500 Expense should be recorded under 527500
Start Money		Should be recorded under the Revenue account for the fund raiser; the deposit after the event will include the original seed money
Christmas Bonuses		Should be posted to natural expense for employee receiving gift
Special Collections		Proposed new account "Other Non-Profit Collections" - to recorded collections to agencies with support teachings of the church and are remitted dollar for dollar  Programs for which donations are collected and held or are paid to other agencies or individuals should be set up as an organization of the parish
Deferred Revenue		Pending Direction