

Archdiocesan Guidelines for Reporting Parish Fund Raising Revenues

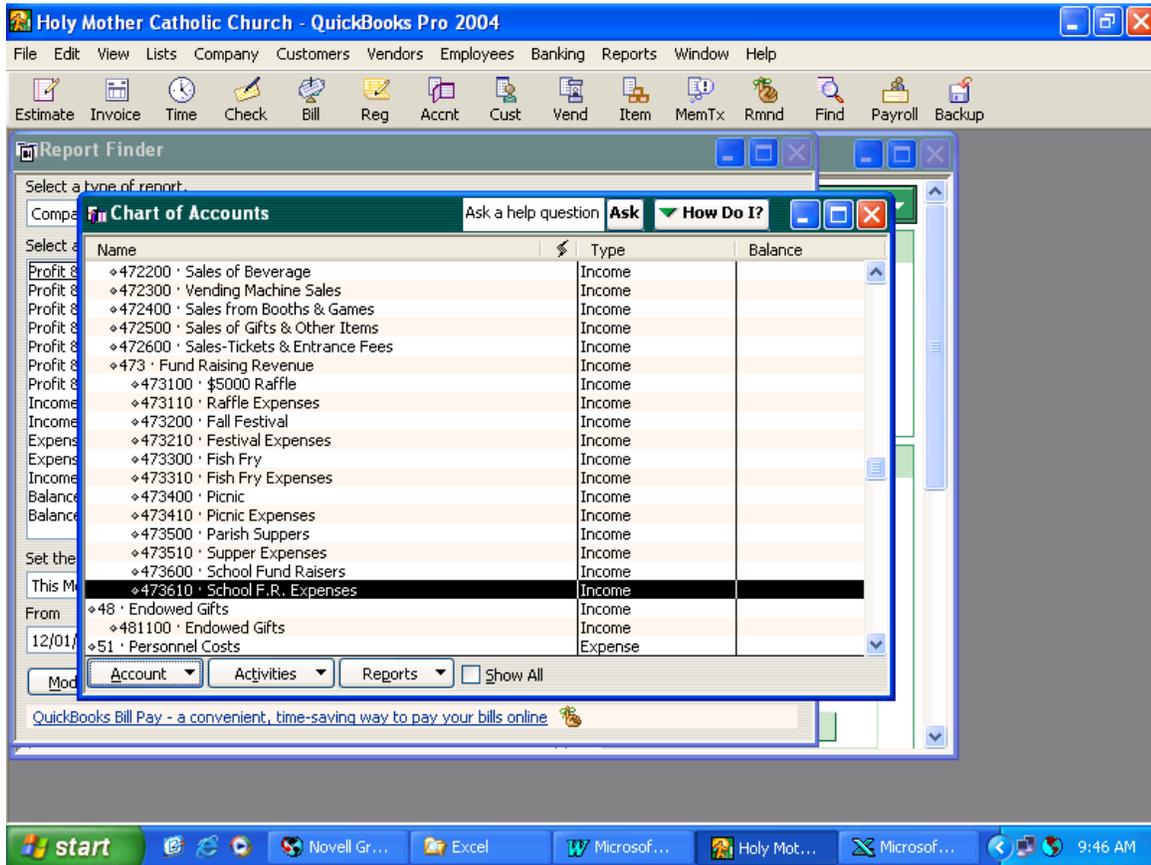
Controllers Manuel 4.2.3

Parishes may record net revenues rather than gross revenues for certain fund raising events: picnic, auctions, raffles, concession stands, candy/pizza/donut sales, fish fries, fall festival, sausage suppers. **You cannot net the final proceeds of these events with expenses incurred outside of the event. You may not record the purchase of the computer equipment to the fund raising contra accounts.** In other words, if your parish organization holds a fundraiser the proceeds are posted to the 473 revenue account and **ONLY** the expenses to run that specific event is to be netted to the contra 473 fundraising account. If your intention is to use the proceeds to purchase new computers, uniforms, or any other item, these are normal expenses and cannot be netted with the fundraising revenue.

Entries posted from bank statements as lump sum totals are not a recognized accounting practice. Specific detail is required for itemization of expenses. Only the fundraising detail is to be posted to 473 accounts. All other organization revenue and expenses are recorded in misc. revenue and expense account.

Together We're Better or Script programs have always been reported on a net basis. There are separate instructions for properly handling these programs.

To record revenues on a net basis, change account 473100 Fund Raising Revenues to 473 Fund Raising Revenues to use as a header account. Create sub-accounts under this account for specific fund raising events. Please see the example shown below.



When you generate a Profit and Loss Statement, you will see the net affect of each fund raising event as shown below.

Holy Mother Catholic Church				
Fund Raising Report				
				Jul - Dec 04
Ordinary Income/Expense				
Income				
47 - Other Revenues				
473 - Fund Raising Revenue				
		473100 - \$5000 Raffle		12,150.00
		473110 - Raffle Expenses		-1,725.00
		473200 - Fall Festival		24,117.00
		473210 - Festival Expenses		-3,300.00
		473600 - School Fund Raisers		10,870.00
		473610 - School F.R. Expenses		-4,760.00
Total 473 - Fund Raising Revenue				37,352.00
Total 47 - Other Revenues				37,352.00
Net Income				37,352.00

If you need detail of expense category, you can generation a transaction report by clicking on the expense line for a specific event as shown below.

Holy Mother Catholic Church					
Raffle Expenses					
Type	Date	Num	Name	Memo	Amount
473110 - Raffle Expenses					
Check	09/06/2004	13026	Printing Specialists	Raffle printing tickets	-425.00
Check	11/02/2004	13357	Anna Marino	Raffle winner	-1,000.00
Check	11/02/2004	13358	James Marty	Raffle winner	-200.00
Check	11/02/2004	13359	Helene Global	Raffle Winner	-100.00
Total 473110 - Raffle Expenses					-1,725.00

When a specific organization wishes to give funds from a fundraising event to the parish, you will make three entries:

First- Deposit the fundraising revenue into the organizations checking account, classing to the organization class and posting to the revenue account (473XXX) for that organization with the organizations class.

Second- Write a check to the parish out of the organizations checking account and code the deposit to 415400 (Gifts- Parish Organizations) with the organizations class.

Third- You will deposit the funds into the general checking account for the parish and post to the 415400 (Gifts-Parish Organizations) under the parish class.

Steps two and three will offset each other when you run a profit & loss so that revenue is actually only capture 1 time, but the classes are appropriately categorizes.