

**DIOCESE OF VENICE IN FLORIDA
PARISH CHART OF ACCOUNTS**

DETAILED DESCRIPTION OF ACCOUNT NUMBERS

Acct #	Description	Acct Type	Debit/ Credit
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ASSETS (1000-1999)

Cash - 10XX			
1001	General Operating Checking Account - The balance of this account should reflect the checkbook balance of the general checking account. In general, debits to this account represent cash received from offertory. Credits to this account usually represent disbursements for all parish operations.	Cash	D
1002	Petty Cash Fund - Represents a small amount of cash (\$50 or \$100 fund is adequate) set up for the purpose of paying small expenditures. The balance in this account should remain unchanged. Periodic reimbursements should be made to replenish this fund from the general checking account. At that time, the appropriate expense accounts should be charged.	Cash	D
1020	DOV Regular Savings Account - This is a savings account that the Diocese maintains whereby the parish sends checks for deposit into the Diocesan Savings and Loan Program. If more than one savings account is maintained at the DOV, a separate account number should be set up for each.	Cash	D
1022	DOV CFA Savings - Monthly activity is recorded by the Diocesan Finance Office and includes: Deposit of parishioner's CFA donations, automatic withdrawals of the annual assessment and interest earned. Record each of these CFA Savings transactions at month-end from the savings statement.	Cash	D
1024	DOV Approved Building Savings - Only deposits collected from a Building Project approved by the DOV. Construction draws and other withdrawals from building expenses approved by the Diocesan building Commission.	Cash	D
1030	DOV Restricted Savings - Any funds restricted for a specific purpose can be set up in separate DOV savings accounts. Contact the Diocesan Finance Office to set up new accounts and to explain the nature of the restriction.	Cash	D
Auxiliary Bank Accounts			
1050	Mass Intentions Checking - This is an auxiliary account which must be approved by the Diocesan Finance Office. If a checking account already exists, it must be recorded in the parish financial statements and approval must still be obtained from the Finance Office.	Cash	D
1052	Women's Guild Checking - Auxiliary account; must be approved. See above.	Cash	D
1054	Men's Club Checking - Auxiliary account; must be approved. See above	Cash	D

1056	Food Pantry Checking - Auxiliary account; must be approved. See above	Cash	D
1060	Youth Checking - Auxiliary account; must be approved. See above	Cash	D
Accounts Receivable - 12XX			
1200	Accounts Receivable	Receivable	D
Other Current Income			
1300	Inventory-Gift Shop - The balance of this account represents the original cost of any items for resale remaining unsold at the end of the fiscal year. The balance in this account will be adjusted only at fiscal year end.	Other Asset	D
Fixed Assets			
1400	Land - The cost of the land on which the parish is located.	Fixed Asset	D
1410	Church Building - The cost of church building.	Fixed Asset	D
1420	Church Furniture & Equipment - The cost of the church furnishings and equipment.	Fixed Asset	D
1430	Rectory Building	Fixed Asset	D
1440	Rectory Furniture & Equipment	Fixed Asset	D
1450	Other Building	Fixed Asset	D
1460	Other Furniture & Equipment	Fixed Asset	D
1800	Other Assets	Fixed Asset	D

LIABILITIES (2000-2999)

Accounts Payable			
2010	Accounts Payable - This account is used to record balances owed to vendors.	Liability	C
Other Current Liabilities			
2020	Payroll Taxes Payable - FICA, Medicare, Federal - This account is used to record the employee's portion of Social Security, Medicare, Federal Income Tax withholding. Each entry to this account should identify the total amount being withheld for the tax category. This account should zero out at the end of each month when a check is written to the appropriate entity.	Liability	C
2021	Payroll Withholding - 401K Plans - This account is used to record the employee's 401K deductions.	Liability	C
2022	Payroll Withholding - H&W or Dental Dependent Insurance - This account is used to record the employee's dependent insurance deductions.	Liability	C
2023	Payroll Withholding - Child Support - This account is used to record automatic payroll deductions for child support mandated by the government.	Liability	C
2050	Assessments Due DOV - This figure should represent the entire amount of your annual assessment, less monthly payments/withdrawals from your CFA savings account at the DOV	Liability	C
2100	Notes & Mortgages - DOV Savings & Loan	Liability	C
2105	Notes & Mortgages - DOV - Accrued Interest	Liability	C
2150	Notes Due Parishioners	Liability	C

2200	Notes & Mortgages Due Others	Liability	C
2500	Other Liabilities	Liability	C

FUND BALANCE (3000-3999)

3010	Retained Earnings - The accumulation of net income and net losses for all previous years recorded within QuickBooks. At the beginning of a new fiscal year, QuickBooks automatically transfers net income into your retained earnings account.	Equity	C
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INCOME (4000-4999)

Assessable Income			
4010	Offertory Collections - Daily and weekly offerings by parishioners and visitors (Includes ALL currency, coins, and personal checks).	Income	C
4020	Debt Reduction Collections - Special parish collections for the purpose of reducing parish loan balances and other debt.	Income	C
4040	Non-Approved Building Fund Collection - Collections for building expenses other than those covered in account #4020 or #4560	Income	C
4060	Special Parish Collections - Special collections taken to be used for a particular purpose as requested by the pastor (e.g., collections for St. Vincent de Paul Society, Poor Box, etc.).	Income	C
4080	Bequests, Gifts, Donations - A cash or non-cash donation, gift, or inheritance which may or may not be restricted. The donation of vehicles, property, stock etc. should be included at it's current market value. If the gift is restricted, you must use the funds to meet the restriction. If the restriction relates to a future event, it should be deposited in the Diocesan Savings & Loan Program until the restriction is met.	Income	C
4120	Church Societies - Amounts received from church societies such as Women's Guild, Knights of Columbus, etc.	Income	C
4140	Rentals - Amounts received for rental of church hall and facilities for social and educational functions.	Income	C
4160	Gain From Sale of Assets - Amounts received from sale of church land, equipment, etc.	Income	C
4180	Interest Non-Diocesan Savings & Loan - Interest earned on all bank accounts outside of the Diocesan Savings & Loan program. Please attach a schedule listing the account name and the respective amount of interest earned on that account for each quarter and year-to-date.	Income	C
4200	Advertising - Proceeds from the sale of advertising in the parish bulletin.	Income	C
4240	Miscellaneous Income - Revenue for which there is no specific income account. Please provide a detailed description of the nature of the item. For example, income from votive stands and pamphlet racks should be listed here.	Income	C
Non-Assessable Income			
4510	Non-Parochial Collections - Non-parochial collections taken up at all Masses in all parish and mission churches of the Diocese as mandated by the Bishop. The amount reported should agree with monies forwarded to the Diocesan Finance Office (see account #8020).	Income	C
4515	Bequests		

4520	Mission Church Collections (Mission Co-op) - Collections taken on behalf of a mission church and forwarded to the Mission Co-Operative Office.	Income	C
4530	Donation of Fixed Assets - Donation of items being capitalized at their fair market value in accounts 1420, 1440, and 1460. Call IFS with questions regarding donations appropriately recorded in this account.	Income	C
4540	Deposits to Catholic Faith Appeal (CFA) Savings - Donations received during the CFA campaign and CFA pledge payments received by the Diocesan Development Office, as reported on your CFA Savings account statement	Income	C
4560	Deposits to Approved Building Savings - Collections received for a parish construction project which has been authorized and approved by the Diocesan Finance Office. (NOTE: The amount reported here must agree with amounts deposited into your Diocesan Approved Building Fund Savings account.)	Income	C
4580	Subsidies Received from DOV - Financial support received from the Diocese of Venice.	Income	C
4590	Subsidies Received from Mission Co-op - Financial support received from the Mission Co-op Plan.	Income	C
4600	Subsidies Received from Parishes - Financial support received for other parishes. See account #8060 for the related payment of subsidies to other churches.	Income	C
4620	Catholic Publications - Receipts from the sale of Catholic literature, publications, etc.	Income	C
4630	Pastoral	Income	C
4640	Religious Education - Fees received for religious education functions	Income	C
4650	Youth Ministry - Fees received for youth ministry functions	Income	C
4660	Bus Revenue - Receipts for use of parish bus. Operating and maintenance costs for the parish bus should be charged to account #6240. (NOTE: Receipts for use of a school bus should be recorded on the school's financial statements; not in this parish account.)	Income	C
4670	Children's Choir - Fees received for Children's Choir functions	Income	C
4680	Interest Income - All Diocesan Savings Accounts - Interest earned on all savings accounts in the Diocesan Savings & Loan Program	Income	C
4690	Respect Life - Fees received for Respect Life functions	Income	C
4710	Parish Nurse	Income	C
4720	Adopt-A-Student - Contributions received from parishioners who have financially adopted a student needing assistance with educational costs.	Income	C
4740	Refunds & Reimbursements - Recovery of funds expended for damages to vehicles and church property, long distance telephone charges, health and welfare premiums, etc. Returned checks (NSF) should be charged to the appropriate revenue account, not charged here.	Income	C
4750	Mass Stipend Income - Unsaid masses	Income	C
4760	Stole Fees - All stole fees received are considered parish income and should be reported in this account.		
4770	Pre-paid funerals	Income	C
4780	CFA Fundraiser Income	Income	C

4790	Poor Box Income	Income	C
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EXPENSES (5000-8999)

Personnel			
5010	Salaries - Diocesan Clergy & Lay - Monthly salaries paid to resident pastor and assistants. Also includes wages paid to all lay employees, such as: office staff, housekeepers, maintenance staff, janitors, organists, choir directors, and others who perform a function for the church. Includes any overtime pay, holiday bonuses, etc.	Expense	D
5020	Stipends - Religious - Amounts paid to religious priests, brothers, or sisters of a religious order whereby payments are made out to the order and the order pays their stipends.	Expense	D
5030	Extra Clergy - Amounts paid for extra clergy who help at the parish periodically during vacations, illness, retreats, and other absences.	Expense	D
5100	Insurance - Health & Welfare, Life, & Long Term Disability - Premiums paid to the Diocese for employee health & welfare, life and long-term disability coverage. Also included is employee reimbursement for dependent coverage.	Expense	D
5120	Pension Benefits - Pension payments remitted to the Diocesan Plan Administrator which is Gabriel, Roeder, Smith, & Company.	Expense	D
5140	Employers Portion of FICA - Employer's portion ONLY of social security taxes (FICA), Medicare and the annual Social Security contribution for sisters. This account <u>does not include</u> the employee's portion of FICA withholding. The employee's portion should be coded to the liability account #2020 "Payroll Taxes Payable".	Expense	D
5160	Unemployment Tax	Expense	D
5200	Priests Continuing Education & Retreats - Reimbursements to priests for attendance at retreats and educational seminars (maximum reimbursement per year is \$1,000 per priest).	Expense	D
5990	Miscellaneous Personnel - Amounts expended for other personnel costs which do not have a specific accounts. Please provide a detailed description of all amounts coded to this account.	Expense	D
6010	Table Expense - Amounts paid to purchase groceries for the rectory, reimbursements for priests meals and/or weekly food allowances for priests.	Expense	D
6020	Household Expense - Amounts expended for household supplies at the rectory.	Expense	D
6090	Miscellaneous Rectory Expense - Amounts expended for other rectory costs which do not have a specific account. Please provide a detailed description of the nature of the item.	Expense	D
Building/Grounds Maintenance			
6110	Building Repairs, Maintenance & Cleaning - Minor repairs and maintenance as required in the church, rectory, parish hall, parking lots, etc. Includes cleaning supplies, lawn service, etc.	Expense	D
6120	Utilities - Electricity, water, trash collection, cable TV, etc. for all parish buildings.	Expense	D

6140	Telephone - Telephone charges for local and long-distance services, pagers, and cellular phones.	Expense	D
6160	Property/Liability Insurance (Workman's Compensation) - Premiums paid to the Diocese for property insurance on all buildings and their contents, as well as workers compensation and general liability insurance.	Expense	D
6180	Rent - Rental fees paid, including other expenses to house religious personnel.	Expense	D
6190	Miscellaneous Building & Grounds - Amounts expended for other building and grounds related costs which do not have a specific account. Please provide a detailed description of the nature of the item.	Expense	D
Vehicles			
6210	Vehicle Repairs & Maintenance - Operating and maintenance costs of parish vehicles including repairs, auto tags, gas, oil, etc. Auto insurance should be coded to account #6260.	Expense	D
6220	Mileage Reimbursement - Reimbursement of mileage on personal or Diocesan vehicles used for parish business.	Expense	D
6240	Bus Expense - Operation and maintenance of parish bus. The income related to the parish bus is reported in account #4660. Costs associated with a school bus should be recorded on the school's financial records, not in the parish records.	Expense	D
6260	Vehicle Insurance - Auto insurance premiums and vehicle tag. (NOTE: Reimbursement for annual auto premium limited to \$800 per priest.	Expense	D
6290	Miscellaneous Vehicle Expense - Other vehicle costs which do not have a specific account number. Please provide a detailed description of any amounts coded to this account. The purchase price of a new or used vehicle is recorded in account #6320	Expense	D
Other			
6360	Real Estate Taxes - Annual payment of Real Estate taxes on property not used for church purposes and also includes user fees	Expense	D
6400	Interest Expense - The interest portion of Diocesan loan payments	Expense	D
6490	Miscellaneous Other Facility Expense - Amounts expended for other facility costs which do not have a specific account. Please provide a detailed description of all amounts coded to this account.	Expense	D
Ministry			
7010	Religious Education - Functions, supplies, aids, and other expenses associated with the Religious Education program.	Expense	D
7020	Music - Expenses associated with church music programs.	Expense	D
7030	Pastoral	Expense	D
7040	Evangelization - Costs associated with evangelization.	Expense	D
7050	Homebound	Expense	D
7060	Family Life - Costs associated with the Family Life Ministry.	Expense	D
7070	Social	Expense	D
7080	Respect Life - Costs associated with the Respect Life program.	Expense	D
7090	Library	Expense	D

7100	Liturgy - Purchase of books, missalettes, vestments, candles, and other items which are essential to church activities.	Expense	D
7110	Spiritual Life - Expenses related to Spiritual Life functions.	Expense	D
7120	Hospitality - Expenses related to parish social functions.	Expense	D
7130	Parish Nurse	Expense	D
7140	Senior Citizens - Expenses related to Senior Citizens group.	Expense	D
7150	Scholarship	Expense	D
7170	Adult Education	Expense	D
7180	Religious Publications	Expense	D
7190	Stephen Ministry	Expense	D
7200	Living Nativity	Expense	D
7210	Justice & Peace	Expense	D
7220	Our Mother's House	Expense	D
7230	Legion of Mary	Expense	D
7240	Youth Expenses	Expense	D
7270	Parish Retreats & Missions - Cost of retreats and missions conducted at the parish.	Expense	D
7300	Charity/Caritas - Amount of contributions or gifts given to qualified Non-Catholic charitable organizations or needy individuals.	Expense	D
7310	Miscellaneous Ministry Expense - Amounts associated with various ministries which do not have a specific account. Please provide a detailed description of any amount coded to this account.	Expense	D
General Administrative			
8010	Diocesan Assessments - This figure is the total amount of your assessment.	Expense	D
8020	Diocesan Non-Parochial Collections - Amount of non-parochial collections forwarded to the Diocese. The total of this account should agree with account #4500.	Expense	D
8040	Mission Co-op Payments - Payments made to the Mission Co-op Office. (The total of this account should agree with account #4520)	Expense	D
8050	Support to Catholic Entities Outside the Diocese - Any contributions paid to Catholic Entities outside the Diocese will receive a deduction against assessable income.	Expense	D
8060	Support Paid to Diocesan Parishes/Missions - Financial support given to other parishes (see related account #4600 for subsidies received from other parishes).	Expense	D
8100	Tuition Assistance - Elementary Schools - Payments made to Diocesan Catholic Elementary Schools to assist students who cannot afford all or part of their tuition and also to help the school with operating costs. Please attach a list of the amounts given to each respective school.	Expense	D
8120	Tuition Assistance - High Schools - Payments made to Diocesan Catholic High Schools to assist students who cannot afford all or part of their tuition and to help the school with operating costs. Please attach a list of the amounts given to each school.	Expense	D
8200	Office Expense - Cost of operating the parish office - supplies, copy paper, postage, printing, bank service charges, wire transfer fees, etc.	Expense	D

8220	Contracted Services - Cost of outside professional services, such as legal and accounting. Includes payments made to Law Enforcement Officers for traffic control services.	Expense	D
8240	Stewardship Fund Raising - Costs associated with stewardship and fundraising.	Expense	D
8260	Advertising - All parish advertising costs - newspaper, radio, television, etc.	Expense	D
8300	Continuing Education-Admin - Costs for employee continuing education classes.	Expense	D
8310	CFA Fundraiser Expense	Expense	D
8990	Miscellaneous General & Administrative - Amounts paid for other general and administrative expenses which do not have a specific account. Please provide a detailed description of any amount coded to this account.	Expense	D

OTHER INCOME & EXPENSES (9000-9999)

9010	Women's Guild Income	Other inc.	C
9012	Men's Club Income	Other inc.	C
9014	Food Pantry Income	Other inc.	C
9016	Bazaars, Bingo & Raffle Income - Receipts from annual parish bazaars, festivals, bingo, raffles, etc.	Other inc.	C
9022	Religious Store Income	Other inc.	C
9024	Memorial Garden Income	Other inc.	C
9026	Thrift Store Income	Other inc.	C
9028	Other Church Society or Group Income	Other inc.	C
9040	Prior Year Income	Other inc.	C
9110	Women's Guild Expenses	Other exp.	D
9112	Men's Club Expenses	Other exp.	D
9114	Food Pantry Expenses	Other exp.	D
9116	Bazaars, Bingo & Raffle Expenses	Other exp.	D
9122	Religious Store Expenses	Other exp.	D
9124	Memorial Garden Expenses	Other exp.	D
9126	Thrift Store Expenses	Other exp.	D
9128	Other Church Society or Group Expenses	Other exp.	D
9140	Prior Year Expenses	Other exp.	D