

**SUMMARY OF ACCOUNT ADDITIONS AND CHANGES: REVISED AS OF September 2014 - PARISHES**

<u>OLD ACCT</u>	<u>OLD DESCRIPTION</u>	<u>OLD DEFINITION</u>	<u>NEW ACCT</u>	<u>NEW DESCRIPTION</u>	<u>NEW DEFINITION</u>	<u>CHANGE</u>
1170	Mortgages Receivable	The liability of another organization to the reporting parish for a loan of funds that were obtained to purchase parish property secured by the pledge of title to physical property real or personal	1170	Receivable - Other	The liability of another organization to the reporting parish. Parish should consider the likelihood of eventual receipt when recording.	Modification of account
2200	Federal Withholding Payable	Amounts withheld from lay employees salaries for Federal Withholding Tax, which have not yet been remitted to the proper agency. Post at the end of each pay period.	2200	Payroll liabilities/accruals	Amounts due employees for payroll related expense. If at the close of a period material amounts exist that have not yet been paid, these should be properly estimated and recorded.	Modification of account
2205	FICA Withholding tax payable	Amounts withheld from lay employees salaries for FICA withholding Tax, which have not yet been remitted to the proper agency. Post at the end of each pay period.	N/A	N/A	N/A	Account is inactive
2210	State Withholding Tax Payable	Amounts withheld from lay employees salaries for State withholding Tax, which have not yet been remitted to the proper agency. Post at the end of each pay period.	N/A	N/A	N/A	Account is inactive
2220	City Withholding Tax Payable	Amounts withheld from lay employees salaries for City withholding Tax, which have not yet been remitted to the proper agency. Post at the end of each pay period.	N/A	N/A	N/A	Account is inactive
2305	Flexible Spending Payable	Amounts withheld for Flexible Spending	N/A	N/A	N/A	Account is inactive
2310	Optional Life Insurance Payable	Amounts withheld for lay employees salaries for optional life insurance plans	N/A	N/A	N/A	Account is inactive
2410	VSP Loan	Include liability for funds borrowed from Diocese for VSP	N/A	N/A	N/A	Account is inactive
N/A	N/A	N/A	2550	Due to/from school	Represents funds due to your parish or regional school at the close of the period. The liability on the church's books should agree to the asset on the school's books	New Account

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2600	Program Fees Collected in Advance	Include fees collected this fiscal period for programs that have not yet begun, such as Religious Education and CYO.	2600-01	Program Fees Collected in Advance - Religious Education	Fees collected for religious education program beginning in the following fiscal year	Addition of sub-accounts
			2600-02	Program Fees Collected in Advance - Pre-School	Fees collected for Pre-School or Nursery program beginning in the following fiscal year	
			2600-03	Program Fees Collected in Advance - CYO	Fees collected for CYO program beginning in the following fiscal year	
2650	VSP Liability	Include liability for severance and medical expenses related to the VSP	N/A	N/A	N/A	Account is inactive
3140	Booster club (net)	Funds received as the result of fund raising efforts through various parish activities such as 50/50 Clubs, etc.	3140	Raffles - gross	Funds received as the result of fundraising efforts through various parish activities such as 50/50 clubs, raffles, chance books, etc.	Modification of account
N/A	N/A	N/A	3245	CYO Revenue	Fees or dues received for CYO related activities - record at gross	New Account
N/A	N/A	N/A	3246	Pre-School/Nursery Revenue	Fees received for a Pre-School/Nursery Program. Record at gross.	New Account
N/A	N/A	N/A	3248	Summer Camp Revenue	Fees received for a parish-sponsored summer camp program. Record at gross	New Account
N/A	N/A	N/A	3453	Other Rental Income	Incidental receipt of funds for the parish facilities unrelated to religious orders (non-contractual or immaterial in nature)	New Account
3455	Other Rental Income	Funds received as rental income for buildings or office space rented by the parish to some outside organization or individual. There should be contracts supporting this relationship.	3455	Recurring building leased/rental to other than religious organizations	Funds received as contractual arrangement for the use of parish owned buildings by outside organizations or individuals - unrelated to religious orders	Modification of account
3468	Donations & Bequests	This account should be used to record all bequests made to the parish. One time or periodic donations made to the parish by non-parishioners for the general expenses of the parish should also be recorded in this account	3468	Donations & Bequests	This account should be used to record bequests made to the parish that are (individually) less than \$25K. One time or periodic donations made to the parish by non-parishioners for the general expenses of the parish should also be recorded in this account.	Modification of account

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N/A	N/A	N/A	3469	Donations & Bequests - Major Unrestricted	An individual bequests or donations of \$25K or greater to the parish -- this would be both non-recurring and unrestricted as to its use.	New Account
3770	Interest - Unitas Investment Fund	Interest earned on funds that are on deposit in the Unitas Investment Fund	3770	Interest & real/unreal gain/(loss) - Unitas	Income accretion on Unitas investments -- to include all sources of income/loss related to Unitas	Modification of account
3835	Gain/loss on Sale of Investments	Funds received from sale of investments such as stocks and bonds	N/A	N/A	N/A	Account is inactive
3845	Restructuring Support for VSP	Funds received from Diocese for VSP grant	N/A	N/A	N/A	Account is inactive
3850	Parish cemetery	This account records the receipt of funds transferred from the parish cemetery account	N/A	N/A	N/A	Account is inactive
3860	Mission Chapel	Receipt of funds transferred from the mission chapel account	N/A	N/A	N/A	Account is inactive
N/A	N/A	N/A	4052	Nursery/Pre-School salaries	Gross salaries paid to staff of a parish Nursery or Pre-School program	New Account
4190	Booster club	Expense for Booster Club activities	4190	Raffles - expense	Expense associated with raffle, 50/50, chance books and other ticket sales	Modification of account
N/A	N/A	N/A	4245	CYO expense	Expense associated with the operation of a CYO program	New Account
N/A	N/A	N/A	4246	Pre-School expense	Expense associated with operation of a parish pre-school or nursery program	New Account
N/A	N/A	N/A	4248	Summer Camp expense	Expense associated with operation of a parish summer camp program	New Account
4270	Other Programs	Program expenses which do not fit into the above categories such as Pre-Cana, Marriage Encounter . . .	4280	Other Programs	Program expenses which do not fit into the above categories such as Pre-Cana, Marriage Encounter . . .	Modified account # to correlate with revenue associated with "other programs"
N/A	N/A	N/A	4291-01	Parish School Subsidy - Ordinary	Payments to the school for its operation or expenses, which are paid by the parish on behalf of the school	

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			4291-02	Parish School Subsidy - Extraordinary	Payments to the school (or on behalf of the school) for extraordinary expense. These would be material and non-recurring in nature, and would include major capital expenditures	Addition of sub-accounts
N/A	N/A	N/A	4321	Dues and subscriptions	Cost of memberships and periodicals	New Account
N/A	N/A	N/A	4322	Advertising	Cost of advertising - newspaper ads and local billings	New Account
N/A	N/A	N/A	4345	Furniture & Equipment - leases	Lease expense for office equipment and maintenance for same (e.g.: copier equipment often is acquired under a lease arrangement)	New Account
N/A	N/A	N/A	4356	Faith Direct/Credit Card Fees	Charges incurred from third-party services that assist parish in automated giving initiatives including merchant bankcard fees (note: this account is for credit card fees associated with automated giving; credit card fees that relate to interest expense should be charged to 4480-02	New Account
4360	Conferences and Workshops	Costs related to sponsoring conferences or workshops or the cost of attending conferences, workshops and conventions. Includes travel, food, and lodging	N/A	N/A	N/A	Account is inactive
N/A	N/A	N/A	4423	Flower expense	Cost of floral arrangements for church	New Account
4480	Interest on Loans	Interest paid on loans from all sources	4480	Interest expense/finance charges	Interest paid on loans and finance charges incurred for late payments	Modification of account
N/A	N/A	N/A	4480-01	Interest expense/finance charges - DRVC related	To isolate the cost of interest that relates to extension of credit by Diocese (including late payment of operating bills)	Addition of sub-accounts
N/A	N/A	N/A	4480-02	Interest expense/finance charges - non-DRVC related	Interest/finance charges - non Diocesan	

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4810	Diocesan Projects	This account includes the required payment to the Appeal Goal by parishes exempt on account of an approved local fund raising campaign	N/A	N/A	N/A	Account is inactive
N/A	N/A	N/A	4825	Campaign Professional F/R Expense	Expense incurred in retaining a professional fundraising organization to either implement and/or maintain the parish capital campaign	New Account
4832	VSP Severance	Severance expense for employees taking the VSP	N/A	N/A	N/A	Account is inactive
4834	VSP Medical Spending Account	Medical expense for employees taking the VSP	N/A	N/A	N/A	Account is inactive
4840	Parish Cemetery	This account records the transfer of funds to the parish cemetery account	N/A	N/A	N/A	Account is inactive
4850	Mission Chapel	Include the transfer of funds to the mission chapel account	N/A	N/A	N/A	Account is inactive
N/A	N/A	N/A	4875	Repairs & renovations - campaign approved	Repairs, alterations, or changes that are included in an approved capital campaign for the parish	New Account
5100	Additional Borrowing	This account reflects funds received from the MAC. For budgeting purposes, only previously approved loans should be included.	N/A	N/A	N/A	Account is inactive
5200	Repayment of Loan Principal	This account reflects principal payments to MAC.	N/A	N/A	N/A	Account is inactive