



Catholic Diocese of Columbus

- Policy Guideline
 Diocesan Parish School All

202.1 - Financial Reports – Parishes - Accrual

Statement of Financial Position

The Statement of Financial Position is to be generated directly from the Parish accounting system. For each asset and liability, the Statement of Financial Position will show, at a minimum, the balance at the end of the current period. The following reflects the required format of the report. Additional asset and liability accounts may exist and must be reported along with those listed below.

Current Period Balance

Assets

Current Assets

4000 – Checking & Savings

4XX – Primary Checking Account

4XX – PAF Savings (one line for each PAF account, list purpose if restricted)

4XX – Mass Stipend Account

4XX – Petty Cash Fund

4100 – Auxiliary Organization Checking & Savings

4XX – Auxiliary Accounts (one line for each organization)

4300 – Accounts Receivable

4310 - School Tuition Receivable

4315 - Allowance for Doubtful Accounts – School Tuition

4320 - School Subsidy Receivable

4325 - Allowance for Doubtful Accounts – School Subsidy

4330 - School Tuition Assistance Receivable

4332 - Other School Tuition Credits Receivable

4335 - Allowance for Doubtful Accounts – Tuition Credits

4340 - Religious Education Fees Receivable

4345 - Allowance for Doubtful Accounts – Religious Education Fees

4350 - Endowment Distribution Receivable

4400 – Fixed Assets

4410 - Leasehold Improvements

4420 - Accumulated Depreciation

4500 – Permanently Restricted Assets

4XX – Permanently Restricted - Endowment Accounts (one line for each endowment, list purpose)



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Total Assets

Liabilities

5000 – Payables – Designated Collections

- 31 – Latin America
- 32 – Other Designated Collections
- 33 – Mission Sunday
- 34 – Campaign for Human Development
- 35 – Christmas, Diocesan Charities
- 36 – Propagation of the Faith Memberships
- 37 – Catholic Home Missions
- 38 – Catholic Overseas Aid
- 39 – Holy Land
- 40 – Holy Father
- 41 – Missionary Co-op Plan

Total Designated Accounts

5100 – Contra

- 46 – Auxiliary Organization Offset (one line per organization using sub-accounts)
- 47 – Contra Items
- 48 – Cemetery Income & Expense

5200 – Mass Stipend Liability

- 49 – Stipend Income & Expense

5300 – Payroll Withholding

- 393 – Pension Costs Withheld
- 394 – Life & Health Costs Withheld
- 395 – Other Payroll Withholdings

Total Payroll Withholdings

5400 – Payables – Payroll

- 5410 – Compensation Payable
- 5420 – Employee Insurance Benefit Premiums Payable - Employer
- 5440 – Pension Payable – Employer

5500 – Payables – Other

- 5510 - General Liability Premiums Payable
- 5520 - Diocesan Assessment Payable



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5530 - Property Taxes Payable
5540 – Interparochial & Secondary School Support Payable

5600 – Accrued Expenses

5610 – Accrued Interest

5700 – Prepaid Income

5710 - Prepaid School Tuition
5720 - Prepaid Religious Education Fees

5800 – Deferred Income

5810 - Deferred School Tuition
5820 - Deferred Religious Education Fees
5830 - Deferred School Subsidy

5900 – Loans

5910 – Loans Due to Parish Aid Fund

Total Liabilities

Equity

Beginning Equity/Retained Earnings
Net Income
Ending Equity/Retained Earnings

Statement of Activity

The Statement of Activity is to be generated directly from the Parish accounting system. For each income and expense item, the Statement of Activity will show, at a minimum, the activity for the current fiscal quarter, the budget for the fiscal quarter, the activity for the fiscal year to date, the budget for the fiscal year to date, and the budget for the full fiscal year. The following reflects the required format of the report.

<u>Activity</u>	<u>Current</u>	<u>Current</u>	<u>YTD</u>	<u>YTD</u>	<u>Fiscal</u>
<u>Budget</u>	<u>Quarter</u>	<u>Quarter</u>	<u>Activity</u>	<u>Budget</u>	<u>Year</u>
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>

Income

Parish Income
10 – Offertory



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20 – Gifts, Bequests, Societies
60 – Fund Drives
70 – Other Parish Income
50 – Parish Activities Gross Receipts
260 – Parish Activity Costs
80 – Diocesan Support Received
81 – Net Assets Released From Restrictions
90 – Sale of Assets
92 – Insurance Recoveries

Total Parish Income

Religious Education Income

75 – Fees, Other Religious Education Income

Total Religious Education Income

School Income

501 – Student Income

530 – Net Student Services Activities, Gain or (Loss)

540 – Other School Income

563 – Interparochial School Support Received

Total School Income

Total Income

Expense

Parish Expenses

200 – Clergy & Religious Salaries

210 – Office Salaries

211 – Household Salaries

212 – Other Parish Salaries

305 – Maintenance Salaries

240 – Employee Benefits and Allowances, Lay

241 – Employee Benefits & Allowances, Clergy and Religious

220 – Rectory & Household Supply and Expense

230 – Office Supply and Expense

250 – Transportation & Travel Costs

280 – Church Supply and Expense

300 – Parish Charities

301 – Catholic Times (net cost)

310 – Utilities



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320 – Maintenance Supply & Repair
330 – Insurance
331 – Property Taxes
350 – Diocesan Assessment
360 – Interest Paid
371 – Fund Drive Expenses
372 – Depreciation Expense
375 – Insurance Losses
340 – Secondary School Support Paid (Net)
341 – Interparochial School Support Paid
Total Parish Expense

Religious Education
290 – Clergy & Religious Salaries
291 – Other Religious Education Salaries
292 – Employee Benefits & Allowances, Lay
293 – Employee Benefits & Allowances, Clergy and Religious
294 – Transportation and Travel Costs
295 – Youth Programs Supply & Expense
296 – Adult Programs Supply & Expense
297 – Share of Plant Costs
298 – Bad Debt Expense – Religious Education
Total Religious Education Expense

School
600 – Administrative Salaries
605 – Office Salaries
631 – Clergy & Religious Salaries
632 – Lay Teacher Salaries
635 – Other School Salaries
670 – Library and A/V Salaries
800 – Maintenance Salaries
620 – Employee Benefits & Allowances, Lay
625 – Employee Benefits & Allowances, Clergy & Religious
626 – Staff Development Costs
840 – Faculty Residence Costs
610 – Office Supply & Expense
615 – Central Administration Fees
640 – Secular Instruction Supply & Expense



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644 – Religion Instruction Supply & Expense
680 – Library & A/V Supply & Expense
690 – School Technology Costs
760 – Marketing Costs
810 – Maintenance Supply & Repair
811 – Utilities
815 – Insurance
816 – Bad Debt Expense - School
Total School Expense
Total Expense
Net Operating Excess(Deficit)

Statement of Activity – Permanently Restricted Net Assets

110 – Permanently Restricted Revenue
111 – Permanently Restricted – Investment Income
112 – Permanently Restricted – Realized/Unrealized Gain(Loss)
113 – Net Assets Released from Restrictions – Permanently Restricted
Net Change in Permanently Restricted Net Assets