

**LOGOs CHART OF ACCOUNTS- GUIDELINES****1000'S - ASSET ACCOUNTS****ASSETS**

	acct type	fund	
10XX - CASH ACCOUNTS	A		
11XX - SAVINGS ACCOUNTS	A		
12XX - INVESTMENT ACCOUNTS	A		
13XX - OTHER CURRENT ASSETS (Prepaid Expenses)	A		DEBIT (+)
Increases			
14XX -			CREDIT (-)
Decreases			
15XX - ACCOUNTS RECEIVABLE (DUE FROM)	A		
16XX - FIXED ASSETS	AO		
17XX - OTHER LONG TERM ASSETS	AO		

**2000'S - LIABILITY ACCOUNTS****LIABILITIES**

	acct type	fund	
20XX - Accounts Payable Accounts	L	▼	
27XX - Notes Payable	LL		DEBIT (-)
Decreases			
28XX - Building Funds (2802-000-32) specific	LT	32	CREDIT (+)
Increases			
29XX - Trust Liability – Archdiocesan Special Collections		LF 05	

**3000'S - FUND BALANCES****FUNDS**

	acct type	fund	
		▼	
3001 - Fund Balance – unrestricted	F	00	
3101 - Fund Balance – invested in fixed assets	F	01	
3201 - Fund Balance – temporary restricted	F	02	DEBIT (-)
Decreases			
3301 - Fund Balance - permanently restricted	F	03	CREDIT (+)
Increases			

**4000's - INCOME/REVENUE ACCOUNTS****INCOME**

	acct type	fund	
		▼	
4001-4059 - Weekly Collections/ Holy Days	I	whichever it applies to	
4060-4069 - Fee Income/Stipends	I	▼	
4070-4099 - Donations/Gifts	I		
4100-4199 - Interest & Investment Income	I		
4200-4299 - Miscellaneous/General Income	I		DEBIT (-)
Decreases			
4300-4320 - Special Events Income	I		CREDIT (+)
Increases			



You decide it should have been a Donation:

Your Journal entry would be:

(+) takes out	Offertory collections	4001-100-00	500.00	
(-) puts into	Donations	4071-100-00		(500.0)

Example  
APPENDIX F-3

**Archdiocesan Assessment Calculation**  
**PARISH /MISSION/CASH FLOW REPORT**

PARISH: \_\_\_\_\_

**FOR THE PERIOD:BEGINNING: \_\_\_\_\_ AND ENDING: \_\_\_\_\_**

**TOTAL REVENUE:**

- a. Weekly Collections \$ \_\_\_\_\_
- b. Other Donations & Gifts \_\_\_\_\_
- c. Subsidy from Archdiocese \_\_\_\_\_
- d. Fee Income \_\_\_\_\_
- e. Interest & Investment Income \_\_\_\_\_
- f. Building Fund Income \_\_\_\_\_
- g. Parish Specific Special Collections (not Diocesan) \_\_\_\_\_
- h. **Annual Appeal Parish Rebate Income** \_\_\_\_\_
- i. Special Events Income \_\_\_\_\_
- j. Other Income \_\_\_\_\_
  
- k. Total Revenue:** \$ \_\_\_\_\_

Adjustments to Income:

- l. **Special** Approved Exempt **Income** (provide backup) (\_\_\_\_\_) approved period (\_\_\_\_\_) Beginning: \_\_\_\_\_ & ending \_\_\_\_\_
  
- m. **Automatic Exempt Income** (AOA Subsidy/Interest/Appeal Rebates) (\_\_\_\_\_)
- n. **Deductible Expenses:** (Cath School Donation/Spec.Event Exp)(provide backup) (\_\_\_\_\_)
- o. Total Adjusted Revenue:** \$ \_\_\_\_\_ X 14% = \$ \_\_\_\_\_

Documentation Attached for lines:  
\_\_\_\_l (check)  
\_\_\_\_n

**TOTAL EXPENSES:**

- p. Personnel Expenses (salaries, stipends & benefits) \_\_\_\_\_
- q. Supply Expense \_\_\_\_\_
- r. Facility/Plant & Equipment Expense \_\_\_\_\_
- s. **Archdiocesan Assessment Paid** \_\_\_\_\_
- t. All Other Expenses \_\_\_\_\_
  
- u. Total Operating Expenses:** \$ \_\_\_\_\_
  
- v. Principal Payments on Loans & Other Major Capital Expenses** \$ \_\_\_\_\_
- w. Net Cash Flow** \$ \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Notes: 1. No school income or expenses should be reported here.

2. All other funds should be reported here; i.e. operating funds, plant funds, other funds.

## **Instructions and Definitions:**

*Following are specific directions for each line on the Parish Financial Summary/Cash Flow report form*

### **Revenue:**

- a. Weekly Collections: Record on this line the total of all gifts (cash and checks - envelope use or not) received at the parish in the Saturday and Sunday and Holy Day Offertory Collections for the monthly period being reported.
- b. Other Donations and Gifts: Record here all other cash gifts to the parish not received in the Offertory Collection. Do not record non-cash gifts or gifts of real property here. Record these under J and add a note.
- c. Subsidy from Archdiocese: If your parish receives a monthly subsidy check from the Archdiocese, record the monthly total here.
- d. Fee Income: Record income for goods or services on this line. Fees for religious education programs, facility rental, use of equipment etc... should be included in this line.
- e. Interest and Investment Income: Earnings from investments and interest bearing accounts, for the monthly period should be recorded on this line. Do not record principal amounts, only earnings. Earnings on all operating and regular savings funds should be included here.
- f. Building Fund Income: Record on this line all income to the building fund, if your parish has an approved building fund. All income to the building fund, regardless of its source, should be reported here.
- g. Parish Specific(not Archdiocesan) Special Collections are subject to the Archdiocesan Assessment. These must use a revenue or income account code. Archdiocesan-wide Special collections are not recorded here. They are recorded in a liability account.
- h. Annual Appeal Parish Rebate Income- record here any amounts received as rebate from the Archdiocese as a result of your parishioners annual appeal contributions.
- i. Special Events Income: Record the gross income (all income, expenses may be deducted below) from special event fund raising held during this report period on this line. Generally, this line should be reserved for major events, however if your parish keeps details on smaller events, you may list them here.

- j. Other Income: Record any and all other income received during the period on this line. Cash Proceeds realized from Non-Cash Gifts: If the parish sold real property or goods which were donated either during the report period or previously, record the net proceeds on this line. Do not report the value of non-cash gifts on these quarterly reports until there is a cash realization of the gift. (examples of non-cash gifts are land, stock, art, personal items)
- k. **Total Revenue:** Add lines "a" through "j" and enter the total on this line. (This represents all revenue to the parish during the month beginning reported.)

**Adjustments to Income:**

- l. Approved Building Fund Income(i.e. Building fund): If you have an approved building program, you may adjust the monthly revenue by deducting the amount reported above in item "f". Please list the type of special exemption and note the dates of the approved period. ( See Parish Financial Administration Policy, July 2008). Approval for building programs comes directly from the Archbishop's Office and follows the Archdiocesan guidelines for building projects. If you cannot provide documentation for your building fund, please contact the Chief Financial Officer to determine next steps. Without documentation, no exemption will be allowed.

- m. Automatic Exempt Income(AoA Subsidy/Interest/Appeal Rebates)- record on line "m", the total from lines "c", "e", and "h".

(Note: Parishes with schools are not required to report school income and expenses in this report. Thus, parish school revenue is not subject to the 14% Archdiocese Assessment)

- n. Deductible Expenses - Archdiocesan Catholic School donations- Record the amount donated to Archdiocese Catholic Schools and attach documentation(See Parish Financial Administration Policy, July 2008). Special Events Expenses: Calculate the expenses of special events fundraising (related to the figure on line "i" above) for the report period, and enter that figure on this line. These expenses may be deducted from monthly income to arrive at the parishes' adjusted revenue **Total Adjusted Monthly Revenue:** Subtract lines "l, m, and n" from line "k" and enter that figure on line "o" to calculate the adjusted parish income for the month. Fourteen percent (14%) of the revenue listed on line "o" is the amount of parish revenue that is expected to be sent to the archdiocese.

- o. Total Adjusted Revenue: Use this number as the base for calculating the Archdiocesan Assessment of 14%.

**Expenses:**

- p. Personnel Expenses (salaries, stipends, benefits): Enter the total costs for the monthly period for all compensated employees of the parish on line "p".
- q. Supply Expense- total of all supply expenses
- r. Facility/Plant and Equipment Expense- total of all facilities expenses
- s. Archdiocesan Assessment Paid to Archdiocese: Record Assessment payment made to the Archdiocese during the period on this line. Report only actual payments made on line "s", not calculated figures from line "o".
- t. All other Expenses: Record all other parish operating expenses for the month on this line. This report is meant to be a summary, therefore all operating expenses except those noted in lines "p through s" should be combined for a total on line "t".
- u. **Total Operating Expenses:** Add the figures on lines "p" through "t" and enter on this line. This is the figure that represents all operating expenses for the period being reported.
- v. **Principal Payments on Loans and Other Major Capital Expenses:** If the parish made principal payments on outstanding loans during the period reported, record that figure here. Any other major expenses not recorded above should also be listed here so that an accurate cash flow calculation can be made in line "w".
- w. **Net Cash Flow:** Subtract lines "u" and "v" from line "k" to calculate the net cash flow of the parish for the period being reported. Do not use the number on line "o" in this calculation.

Please note that parish school revenues and expenses are excluded from this summary report. However, the annual financial report of the parish shall continue to include financial information for the school. (Only three parishes in the Archdiocese are affected.)

The person who prepares this report should sign and date it so that questions can be directed to the appropriate individ