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)
## 202.1 - Financial Reports – Parishes - Accrual

<table>
<thead>
<tr>
<th>Total Assets</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
</tr>
</thead>
</table>

### 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
202.1 - Financial Reports – Parishes - Accrual

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.

<table>
<thead>
<tr>
<th></th>
<th>Current Quarter</th>
<th>Current Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>Activity</td>
<td>Budget</td>
<td>Activity</td>
</tr>
<tr>
<td>Parish Income</td>
<td></td>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td>10 – Offertory</td>
<td></td>
<td></td>
<td>Budget</td>
</tr>
</tbody>
</table>

Issued: June 30, 2009
Updated: June 30, 2013
202.1 - Financial Reports – Parishes - Accrual

- 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
### 202.1 - Financial Reports – Parishes - Accrual

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>320</td>
<td>Maintenance Supply &amp; Repair</td>
</tr>
<tr>
<td>330</td>
<td>Insurance</td>
</tr>
<tr>
<td>331</td>
<td>Property Taxes</td>
</tr>
<tr>
<td>350</td>
<td>Diocesan Assessment</td>
</tr>
<tr>
<td>360</td>
<td>Interest Paid</td>
</tr>
<tr>
<td>371</td>
<td>Fund Drive Expenses</td>
</tr>
<tr>
<td>372</td>
<td>Depreciation Expense</td>
</tr>
<tr>
<td>375</td>
<td>Insurance Losses</td>
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<tr>
<td>341</td>
<td>Interparochial School Support Paid</td>
</tr>
</tbody>
</table>

**Total Parish Expense**

### Religious Education

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>290</td>
<td>Clergy &amp; Religious Salaries</td>
</tr>
<tr>
<td>291</td>
<td>Other Religious Education Salaries</td>
</tr>
<tr>
<td>292</td>
<td>Employee Benefits &amp; Allowances, Lay</td>
</tr>
<tr>
<td>293</td>
<td>Employee Benefits &amp; Allowances, Clergy and Religious</td>
</tr>
<tr>
<td>294</td>
<td>Transportation and Travel Costs</td>
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<tr>
<td>295</td>
<td>Youth Programs Supply &amp; Expense</td>
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<tr>
<td>296</td>
<td>Adult Programs Supply &amp; Expense</td>
</tr>
<tr>
<td>297</td>
<td>Share of Plant Costs</td>
</tr>
<tr>
<td>298</td>
<td>Bad Debt Expense – Religious Education</td>
</tr>
</tbody>
</table>

**Total Religious Education Expense**

### School

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>600</td>
<td>Administrative Salaries</td>
</tr>
<tr>
<td>605</td>
<td>Office Salaries</td>
</tr>
<tr>
<td>631</td>
<td>Clergy &amp; Religious Salaries</td>
</tr>
<tr>
<td>632</td>
<td>Lay Teacher Salaries</td>
</tr>
<tr>
<td>635</td>
<td>Other School Salaries</td>
</tr>
<tr>
<td>670</td>
<td>Library and A/V Salaries</td>
</tr>
<tr>
<td>800</td>
<td>Maintenance Salaries</td>
</tr>
<tr>
<td>620</td>
<td>Employee Benefits &amp; Allowances, Lay</td>
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<tr>
<td>625</td>
<td>Employee Benefits &amp; Allowances, Clergy &amp; Religious</td>
</tr>
<tr>
<td>626</td>
<td>Staff Development Costs</td>
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<tr>
<td>840</td>
<td>Faculty Residence Costs</td>
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<tr>
<td>610</td>
<td>Office Supply &amp; Expense</td>
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<tr>
<td>615</td>
<td>Central Administration Fees</td>
</tr>
<tr>
<td>640</td>
<td>Secular Instruction Supply &amp; Expense</td>
</tr>
</tbody>
</table>

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Issued: June 30, 2009
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202.1 - Financial Reports – Parishes - Accrual

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