ACCOUNTING POLICIES AND PROCEDURES MANUAL FOR SECONDARY SCHOOLS

ARCHDIOCESE OF NEW ORLEANS
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Introduction

The purpose of this manual is to describe the financial and accounting guidelines and procedures to account for the operations of secondary schools within the Archdiocese of New Orleans (the “Archdiocese”). The procedures outlined are designed to meet the requirements for all archdiocesan secondary schools. This manual will provide financial and accounting guidelines that will:

- Strengthen the school’s internal control structure to provide reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition and transactions are executed and accounted for properly.
- Enable the school to consistently classify financial transactions which will, in turn, provide the school with comparative meaningful financial statements that can be used to both review the past and plan for the future.
- Provide a uniform method of accounting and reporting within the archdiocesan high schools.
- Provide for continuity in the event of a change in the school’s administration.

Internal Controls

Internal controls are meant to provide reasonable assurance regarding the achievement of objectives on the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

Fundamentally, internal controls deal with the safeguarding of assets, both physical and monetary.

Effective Date

This manual must be implemented for the fiscal year beginning July 1, 2013 and overrides any school practices and procedures which may be in conflict with the contents of this manual.
**Key Contacts Related to Finance and Administration**

Below is a listing of the key employees at the Archdiocese whom you may contact with questions or concerns regarding the finance and administration of the school:

*Department of Financial and Administrative Services –*

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
<td>Mr. John L. Eckholdt</td>
<td>(504) 861-6252</td>
</tr>
<tr>
<td>Chief Operating Officer</td>
<td>Mr. Jeffrey J. Entwisle</td>
<td>(504) 861-6251</td>
</tr>
<tr>
<td>Chief Accounting and Budget Officer</td>
<td>Mr. Ken Jayroe</td>
<td>(504) 861-6237</td>
</tr>
<tr>
<td>Controller</td>
<td>Mrs. Ann Roussel</td>
<td>(504) 861-6201</td>
</tr>
<tr>
<td>Financial Coordinator</td>
<td>Mr. John W. Barker, Jr.</td>
<td>(504) 310-8794</td>
</tr>
<tr>
<td>Financial Coordinator</td>
<td>Mr. Willis L. Rey, Jr.</td>
<td>(504) 527-5791</td>
</tr>
<tr>
<td>Senior Internal Auditor</td>
<td>Mrs. Angela A. Wilcox, CPA</td>
<td>(504) 861-6231</td>
</tr>
</tbody>
</table>

*Office of Catholic Schools –*

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>Dr. Jan Daniel Lancaster</td>
<td>(504) 866-7916</td>
</tr>
<tr>
<td>Associate Superintendent – Secondary Schools</td>
<td>Mr. Kevin Calkins</td>
<td>(504) 861-6225</td>
</tr>
<tr>
<td>Associate Superintendent – School Finances</td>
<td>Mr. Jack Truxillo</td>
<td>(504) 861-6221</td>
</tr>
</tbody>
</table>

*Human Resources -*

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Ms. Beth Tinto</td>
<td>(504) 310-8792</td>
</tr>
</tbody>
</table>
Accounting Period and Method

All secondary schools in the Archdiocese will use the fiscal year beginning July 1 and ending on June 30.

All secondary schools in the Archdiocese must prepare their financial statements in accordance with generally accepted accounting principles which involves the application of the accrual basis of accounting. As such, all revenues and gains must be recognized when earned and all expenses and losses must be recognized when incurred.

Chart of Accounts

All secondary schools must use the chart of accounts approved by the Archdiocese. This chart of accounts is included in Appendix A. Subaccounts and/or classes may be used by the secondary schools if the approved chart of accounts does not provide for adequate detail.

Note: While subaccounts or classes are permitted, no further addition of account numbers or titles is permitted.
Financial Reporting Requirements

This section provides guidelines regarding the financial reporting requirements for all archdiocesan secondary schools as well as the budgeting process.

Annual External Audit Requirement

All archdiocesan secondary schools are required to have an annual external audit performed by an independent public accounting firm. The audited financial statements must be presented in accordance with accounting principles generally accepted in the United States of America.

Audited financial statements as well as all other formal communication from the external auditors (including “SAS 114” and “SAS 115” letters) must be submitted to the Archdiocese’s Audit Subcommittee for review.

The Archdiocesan Chief Financial Officer will select the independent public accounting firm which will be used to perform the annual audits after consultation with the Archdiocese’s Audit Subcommittee.

Monthly Internal Financial Reporting

Internal financial statements should be produced using the school’s accounting software on a monthly basis. These financial statements should at minimum include a Statement of Financial Position (“Balance Sheet”) and a Statement of Activities (“Income Statement”). In addition, an analysis of budget to actual should be performed and included with the internal financial statements. This internal financial statement package should be given to the school’s principal or president to review. In addition, on at least a quarterly basis, the school’s board or finance committee should meet and review the most recent internal financial statement package.

Budgeting

All archdiocesan secondary schools are required to prepare an annual budget. This budget should be prepared using the template included in Appendix B.

Budgets are to be submitted in November for the following school year to be approved by the Office of Catholic Schools, the Archdiocesan Finance Office and the Archdiocesan Finance Council.
Accounting Policy Guidance

Financial Statement Presentation

All archdiocesan secondary schools must follow the recommendations of Financial Accounting Standards Board (“FASB”) Accounting Standards Codification (“ASC”) 958-210-50-3 Financial Statements of Not-for-Profit Organizations. As such, all archdiocesan secondary schools are required to report information regarding their financial position and activities according to three classes of net assets:

Unrestricted Net Assets – Those net assets whose use is not restricted by donors.

Temporarily Restricted Net Assets – Those net assets whose use has been limited by donors (1) to later periods of time or after a specified date or (2) to specific purposes.

Permanently Restricted Net Assets – Those net assets that must be maintained in perpetuity due to donor-imposed restrictions that will neither expire with the passage of time nor be removed by meeting certain requirements. Income earned on these investments may or may not be restricted for specific purposes.

Contributions

Contributions received by archdiocesan secondary schools are to be recorded as increases in the appropriate net asset class (as noted above) depending on the existence of any donor restrictions.

When restrictions expire such as a time restriction ending or the purpose of a restriction being accomplished, temporarily restricted net assets should be reclassified to unrestricted net assets and reported in the statement of activities as “net assets released from restrictions”.

Promises to Give

Unconditional promises to give received by archdiocesan secondary schools are to be recognized in the period when they are received. Conditional promises to give are to be recognized when the conditions on which they depend have been substantially met and the promise becomes unconditional.
Land, Buildings, Equipment and Improvements

The original cost of the land and buildings used by all archdiocesan secondary schools are not to be recorded as assets on the respective schools’ financial statements. Instead, the Archdiocese, which owns the land and buildings, provides the schools with the use of those facilities free of charge. The schools in return are to maintain the property and pay for all expenses including property insurance.

Acquisitions of buildings, equipment, and improvements in excess of $5,000 and all expenditures for repairs and maintenance that materially prolong the useful lives of assets should be capitalized.

All capitalized assets are to be stated at cost less accumulated depreciation on the statement of financial position. Depreciation should be calculated using the straight-line method of the estimated useful lives of the related assets as follows:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Useful Life</th>
</tr>
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<tbody>
<tr>
<td>Building and building improvements</td>
<td>40 years</td>
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<tr>
<td>Equipment</td>
<td>5 years</td>
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</table>

Investments

Investments in marketable securities should be valued at fair value in the archdiocesan secondary schools' financial statements. As such, unrealized gains and losses should be included in the change in net assets for the respective school.

All required disclosures under FASB ASC 820, Fair Value Measurements and Disclosures, should be included in the archdiocesan secondary schools’ financial statements.

Endowments

If an archdiocesan secondary school has permanently restricted net assets (endowments) the school should ensure that the required disclosures under FASB ASC 958-205, Endowments of Not-for-Profit Organizations: Net Asset Classifications of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act (“UPMIFA”), and Enhanced Disclosures for All Endowment Funds, are properly included in its financial statements. In addition, the school should formally adopt an investment policy and spending policy as required under UPMIFA.
Deferred Revenue

All registration and tuition fees received in a fiscal year for the next school term must be recognized as deferred revenue until the instruction for that school term commences. These advance funds received must be deposited into a separate savings account at the Archdiocese and cannot be spent until the next fiscal year.
Accounting Procedures Guidance

The following are minimum standards that must be attained by all archdiocesan secondary schools:

General Internal Controls

1. All school facilities should be locked when not in use. This includes both exterior and interior doors and windows.

2. All accounting and financial records should be safeguarded at all times. These records should be kept in a locked, fireproof safe when not in use. Financial records should not be taken out of the school.

3. The accounting software used by a school should be updated with the vendor regularly to ensure the proper technical support is available if necessary. In addition, the school should have a backup and recovery plan for its financial data in place. This plan should be tested regularly to ensure that all data is being properly backed up and is available for recovery if necessary.

Cash Receipts and Income

Tuition and other fees:

1. Each archdiocesan secondary school should have a proper system in place (preferably a receivable sub-ledger or tuition tracking software) to track its tuition and fees income and receivables. The balances per this system for income and receivables should agree to the general ledger.

2. Outstanding receivables should be reviewed on a regular basis for any uncollectible balances. As necessary, an allowance for doubtful accounts should be recorded.

3. Students should not be allowed to take final exams if their tuition is not paid in full by the start of such exams.

4. Tuition and fees payments received via the mail at the school office should be opened by an individual who is independent of the accounting records (specifically tuition receivable records). The payments received should be recorded on a “cash receipts log”. The payments should then be forwarded to
the individual responsible for processing of deposits and posting to tuition receivable accounts. The "cash receipts log" should be forwarded to a third individual who is responsible for reconciliation of all deposits to such logs.

5. Tuition and fees payments received in person at the school office should be received by an individual who is independent of the accounting records (specifically tuition receivable records). A pre-numbered duplicate receipt should be generated for the payment received. A copy of the receipt should be given to the individual making the payment. Similar to the payments received via the mail, the receipts should be added to the "cash receipts log". The payments should then be forwarded to the individual responsible for processing of deposits and posting to tuition receivable accounts. The "cash receipts log" should be forwarded to a third individual who is responsible for reconciliation of all deposits to such logs.

* Athletic Events: *

1. All athletic events hosted by archdiocesan secondary schools should utilize pre-numbered tickets for admission to such events.

2. A reconciliation should be performed for each event showing the number of tickets sold with agreement to the amount submitted for deposit.

* Donations: *

1. Donations received via the mail should be opened by two individuals. A "cash receipts log" should be created to list all receipts. The funds received should then be forwarded to the individual responsible for processing of deposits and posting of income. The "cash receipts log" should be forwarded to a third individual who is responsible for reconciliation of all deposits to such logs.

2. Any donations received in person at the school office should be documented with a pre-numbered receipt (similar to tuition and fees payments received in person above). The donations should be added to the "cash receipts log" and processed similar to those received via mail as described above.
3. Copies of all donations received should also be forwarded to the school’s development department. The development department should ensure that the donations are entered into the school’s development software (if any) and that a proper acknowledgement letter is sent to the donor.

*Fundraising Events:*

1. Fundraising events for which an admission fee is charged should utilize ticket sales similar to athletic events. A reconciliation should be prepared to compare the number of attendees to the event to the amount recorded as income for the event’s admission.

2. If the archdiocesan secondary school holds an annual auction, an accounting of the items sold (listing of items, selling price, buyer, etc.) should be provided to the finance office. Total auction sales should be reconciled to the amount deposited for auction income.

3. For any other special types of fundraising events, the development department should work with the finance office to develop a method of reconciliation as to amounts raised compared to the amount deposited and recorded as income.

4. An application for sales tax exemption should be completed for all fundraising events. The application (see example in Appendix C) must be completed and submitted to the Louisiana Department of Revenue no later than two weeks prior to the actual fundraising event.

*Other Receipt Types:*

1. Funds which are raised by the various athletic teams, clubs, etc. ("custodial funds") should be submitted to the finance office using a standard deposit form. This form should include documentation as to who is submitting the deposit and total amount submitted. The form should be signed by the respective moderator for the team/club.

2. Custodial funds submitted for deposit should be counted by a finance office employee in the presence of the moderator. When the deposit amount has been verified, the finance office employee should sign the deposit form and give a copy of the completed form to the moderator for their records. The original form should be attached to the deposit for additional support.
3. Any other type of receipt (for example – bookstore sales) should be submitted with some sort of documentation to verify that the amount being submitted for deposit is correct. Examples would include a cash register tape for bookstore sales or other sales reconciliation.

Cash Disbursements

1. All cash disbursements should be supported by documentation of appropriate approval. This can be in the form of a purchase order or check request form with the signature of an appropriate member of management.

2. All cash disbursements should be approved by a second individual. That is, no disbursement request should be approved by the same individual who created the request.

3. At no time should checks be made payable to “Cash”. Instead, checks should be made payable to a custodian or a vendor who can in turn cash the check to use the funds in a proper way.

4. Signed checks should be given to an individual independent of the check writing process for mailing. After the checks have been mailed, supporting documentation should be returned to the finance office for proper filing.

5. Blank check stock should be kept in a locked cabinet or drawer. Access to the check stock should be limited to individuals involved in the check writing process.

6. If an archdiocesan secondary school has credit cards, all charges on such credit cards must be supported by either a receipt or documentation as to the nature of the charge (usually for recurring charges). All receipts should include documentation as to the business purpose for the purchase (for example – documentation of attendees to a business lunch and business purpose discussed).

7. Similar to credit card charges, any employee reimbursement requests should be supported by proper receipts for purchases made with documentation of business purpose for each purchase.
8. All schools should develop written policies for travel, cell phone reimbursements (if any), and credit card usage. These policies should be distributed to all employees with a signed acknowledgement of receipt returned and kept in each employee's personnel file.

9. The school should prepare Form 1099's for all independent contractors who receive funds in excess of $600 from the school in a given calendar year.

Custodial Funds

1. On at least a quarterly basis, the finance office should submit an accounting (for example a general ledger detail) of the activity in each custodial fund account to the respective moderators. The moderators should review the activity posted to the account and provide some type of documentation to the finance office (for example return the general ledger detail with their initials) that the activity has been reviewed and is considered complete and accurate.

Payroll

1. Employment contracts are not allowed for archdiocesan employees. The only exceptions to this policy are contracts with principals/presidents and teachers which must be documented on the form approved by the Office of Catholic Schools.

2. Documentation of approved wage rates should be maintained for all employees (preferably in each employee’s personnel file). This would also include any approved bonus or raises. For principals/presidents and teachers this documentation would be provided through the annual employment contract.

3. All archdiocesan secondary schools are required to use IOI for payroll processing. In addition, all employees are required to receive their payroll checks via direct deposit into their bank account. The only exceptions to this policy are new employees for whom the first payroll check is a manual check.

4. Payroll activity submitted for payment should be reviewed by an appropriate member of management for each payroll period. This review should be documented by the reviewer initialing or signing the payroll reports received.
5. All forms of employee compensation (including stipends and other payments for additional work or services performed) should be paid through the payroll system to ensure the income is properly included in the employee’s Form W-2.

6. The granting of payroll advances to school employees is strongly discouraged by the Archdiocese. If it is determined that an advance will be granted due to a pastoral need, it is required that the school set up an automatic payroll deduction in an amount that would result in the repayment of the advance in a reasonable number of pay periods. The repayment terms should be documented in writing and retained in the employee’s personnel file.

7. All employee benefits provided must be in accordance with the benefits approved for the Archdiocese of New Orleans.

Month/Year End Closing Process

1. All bank account statements should be received by the School’s President/Principal unopened. The statement should be reviewed (including canceled checks) for unusual activity (for example – unknown payees). After this review has taken place, the statement should be initialed by the President/Principal and given to the appropriate finance office employee to perform the account reconciliation.

2. All significant accounts included on a school’s Statement of Financial Position should be reconciled on a monthly basis. Account reconciliations should be reviewed by someone other than the preparer for accuracy and completeness. This review should be documented by the reviewer’s initials or signature on the reconciliation.

3. Any journal entries necessary during a given month should be reviewed by someone other than the preparer. This review should be documented.

4. Monthly internal financial statements (including a budget to actual comparison) should be generated after all required reconciliations are complete. These financial statements should be reviewed by the President/Principal. The financial statements should be initialed or signed to indicate that the review has taken place.
5. If the school has a bookstore inventory, a physical inventory count should be taken at least annually and compared to the general ledger balance.

6. An annual inventory of fixed assets should be performed. This process should include verification that all fixed asset additions and dispositions have been properly recorded in the general ledger.
Other Payroll Related Information

Terms of Employment – Benefit Eligible vs. Non Benefit Eligible

All employees who are hired to work forty (40) hours per week are considered to be full benefit eligible employees.

Employees who work more than twenty (20) hours per week but less than forty (40) hours per week are eligible for fringe benefits on a prorated basis. Employees who work less than twenty (20) hours per week are not eligible for fringe benefits.

Labor Relations

In general, under both Federal and State labor laws, a regular time work week consists of a maximum of forty hours, after which overtime commences. Overtime pay must be computed at a rate of 1 ½ times the employee’s regular hourly rate of pay for those hours worked in excess of the forty hours. The Federal minimum wage as of July 24, 2009 is $7.25 per hour.

Note: Any principals and teachers who are under a contract are not eligible for overtime pay.

Whether an employee is paid daily, weekly or monthly, all phases of the law are based on a work week. The work week may begin on any day and hour of the week as established by the employer. Pay periods for two or more weeks or for a month may not be averaged cut for the sake of overtime or minimum wages. Both Federal and State regulations require posting of a sign “Notice to Employees” where employees can readily see it. These signs may be obtained from the U.S. Labor Department, Wage and Hours Division, in the Federal Building, 701 Loyola Avenue and the Department of Labor in the State Office Building, 325 Loyola Avenue, both in New Orleans.

Tax Regulations

Both Federal and State laws provide definitions which have an important bearing on payroll treatment of amounts paid to employees; rules for preservation of records; and requirements as to reports. Annually the school should obtain copies of the Federal Employer’s Tax Guide, Circular E and the Louisiana Instructions for Employers and Tax Withholding Tables. The following are definitions which should be understood by all school presidents and principals:
1. **Employer** – An employer is a person or organization for whom a worker performs a service as an employee. The employer usually gives the worker the tools and place to work and has the right to fire the worker.

2. **Employer Identification Number (EIN)** – The school has both a Federal and State employer identification number which must be shown on certain tax forms used by the school.

3. **Employee** – Anyone who performs services is an employee if you, as an employer, can control what will be done and how it will be done. This is so even when you give the employee freedom of action. What matters is that you control the method and result of the services. If an employer-employee relationship exists, it does not matter what it is called. It also does not matter how payments are measured or paid. See additional section below regarding independent contractors.

4. **Wages** – Wages include all pay you give an employee for services performed. The pay may be in cash or in other forms. It includes salaries, vacation allowances, bonuses, commissions, etc. It does not matter how you measure or make the payments.

5. **Social Security** – All employees of the school are subject to Social Security Tax. The only exceptions are payments made to religious employees.

6. **Income Tax** – Amounts are, or are not, withheld from earnings of employees based on the number of their withholding allowances or exemptions and the tax tables in the Federal and State Publications mentioned in the first paragraph of this section.

7. **Preservation of Records** – Time records must be preserved for a period of four years and payroll records for five years.
8. **Forms and Reports** – The following forms and reports are the general responsibility of the school:

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<thead>
<tr>
<th>Federal Form #</th>
<th>State Form #</th>
<th>Form Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8109</td>
<td>L-1</td>
<td>Tax Deposit</td>
</tr>
<tr>
<td>941</td>
<td>L-1</td>
<td>Employer’s Withholding Return</td>
</tr>
<tr>
<td>W-2</td>
<td>L-2</td>
<td>Wage and Tax Statement</td>
</tr>
<tr>
<td>W-3</td>
<td>L-3</td>
<td>Reconciliation of Tax Withheld</td>
</tr>
<tr>
<td>W-4</td>
<td>L-4</td>
<td>Withholding Exemption Certificate</td>
</tr>
</tbody>
</table>

**Personnel Records**

The school should have an employment application, teacher contract and/or authorization form for each employee which should include at least the following information:

- Name, home address and telephone number
- Social security number
- Date of birth, sex and marital status
- Schooling and previous employment
- Emergency contact, in case of illness or accident
- Date of hire and job title
- Number of assigned hours and salary or rate of pay

In addition, all personnel files should include the required forms:

- Form W-4 – Federal Withholdings
- Form L-4 – Louisiana Withholdings
- Form I-9 – Employment Eligibility Verification.

Some schools may also wish to have a performance evaluation on each employee.

In addition to the above, the Office of Catholic Schools has stringent requirements with regard to pre-employment screening of employees, teacher contracts, salary scales, etc. Please ensure that your school complies with these guidelines.
Both federal and state laws require that a record be kept of hours worked in each workday and each workweek. Any method of keeping time is satisfactory, as long as it is accurate and shows all hours worked each day. Some of the more usual types of time records are time sheets, time slips or a time clock.

**Tax Deposits and Reports**

The school is financially responsible for amounts withheld for social security and income taxes withheld from its employees’ pay. It is also responsible for its share of employer social security taxes equal to the amount of social security withheld from its employees pay. The timing of payments for the amounts withheld for both the federal and state governments vary depending upon the amount owed. Check with your respective federal and state employer’s tax guides to ensure that you are remitting these payments at the appropriate time.

At the end of each calendar quarter, the school must prepare and submit federal and state forms listing applicable amounts for all employees paid during the quarter. The federal report which is to be submitted is Form 941 “Employer’s Quarterly Federal Tax Return”, and the state report which is to be submitted is Form L-1 “Employer’s State Withholding Return”. These reports are both due to the respective agencies by the last day of the month following the quarter’s end.

At the end of the calendar year, the school must also prepare and submit an annual report covering each employee paid during the year. For each employee, determine the gross earnings, taxes and benefits withheld and net pay for the entire year and complete a Form W-2 (four parts) for each employee. One copy is to be provided to the federal and state governments, the employee and the remaining copy should be maintained by the employer.

***PLEASE NOTE***

Even though the school’s payroll is processed by an outside company (IOI), the school is still responsible for ensuring that all of the prescribed payroll procedures are performed. Also, the school must have copies of all applicable forms and reports for its records. Presidents, principals and bookkeepers can individually and collectively be held personally liable for the failure to withhold and remit the appropriate amount of employment-related taxes to the federal and state governments.
**Independent Contractors**

As stated earlier, all employees must have the appropriate amount of FICA, federal and state taxes withheld from their gross salary or wages, depending on the allowances or exemptions. However, there may be instances where a school may have a person or persons who are self-employed performing various duties for the school such as maintenance, landscaping, lawn work, bookkeeping, etc. Payments to these self-employed persons or independent contractors are usually made without any tax withholdings. Special care should be taken in this area, as the Internal Revenue Service often views this area as one which employers tend to (intentionally or unintentionally) abuse. Therefore, the following is a list of several factors or criteria used by the Internal Revenue Service to determine whether or not a worker is an independent contractor:

1. The hours worked by the independent contractor are not regulated. He/she sets his/her own hours.

2. The independent contractor hires his/her own employees.

3. The independent contractor supplies his/her own tools, materials and instruments.

4. The independent contractor’s services are available to the public.

5. The independent contractor is paid by the job, not by the hour.

6. The independent contractor is responsible for his/her own liability, health, workmen’s compensation and other insurance.

7. The independent contractor pays for his/her own expenses.

8. The independent contractor has his/her own place of business.

9. The independent contractor’s work requires specialized training and experience.

10. The independent contractor cannot be terminated at-will (this is an employee). His/her contract must be terminated in accordance with the requirements or termination as mandated in the contract.

11. Independent contractors do not receive bonuses.
12. The independent contractor should have any and all licenses that are needed to perform his/her work.

13. Most importantly, the school can control the ends (results) of the work, but not the means, (the way the work is to be performed).

The above are only some of the factors used by the Internal Revenue Service to evaluate whether or not a worker is an employee or an independent contractor. All of the factors are equally important, therefore having only two or three does not eliminate the need to have them all. Presidents and principals must ensure that many (if not all) of these factors are present in its dealings with self-employed persons. Any payments of $600 or more to any self-employed individual or unincorporated business must be reported annually on a Form 1099-Misc. in the box labeled “Non-Employee Compensation”.

**Other Finance Policies**

The *Archdiocesan Policies Manual* also has a Finance Section which should be followed by all archdiocesan secondary schools.
APPENDIX A
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<td>Technology Fee</td>
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<td>Other Financial Support</td>
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<td><strong>Student Activity Income</strong></td>
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<td>Athletic Gate Receipts</td>
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<td>Gate Receipts - Gross</td>
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<td>Student Pictures - Expenditures</td>
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<td>Club/Activities</td>
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<td>Club/Activities - Gross</td>
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<td>Club/Activities - Expenditures</td>
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<td>4399</td>
<td>Other Student Activity Income</td>
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4400 Student Services Income
4410 Bookstore Income
4420 Summer School Income
4430 Drivers Ed Fees
4440 Summer Camp Income
4450 Transportation Fees
4460 Vending Machine Fees
4499 Other Student Services Income

4500 Development Income
4510 Annual Giving Drive
4511 Annual Giving Drive - Gross
4512 Annual Giving Drive - Expenditures
4520 Parent Club Donations
4521 Parent Club - Gross
4522 Parent Club - Expenditures
4530 Booster Club Donations
4531 Booster Club - Gross
4532 Booster Club - Expenditures
4540 Alumnae Club Donations
4541 Alumnae Club - Gross
4542 Alumnae Club - Expenditures
4550 Scholarship Fund Donations
4551 Scholarship Fund - Gross
4552 Scholarship Fund - Expenditures
4560 Endowment Fund Donations
4561 Endowment Fund - Gross
4562 Endowment Fund - Expenditures
4570 Other Donations & Gifts
4571 Other Donations - Gross
4572 Other Donations - Expenditures
4580 Gap Fund Income
4581 Gap Fund - Gross
4582 Gap Fund - Expenditures
4590 Capital Campaign Donations
4591 Capital Campaign - Gross
4592 Capital Campaign - Expenditures
4599 Other Development Income

4700 Fund Raising Income
4710 Auction
4711 Auction - Gross
4712 Auction - Expenditures
4720 Candy Drive
4721 Candy Drive - Gross
4722 Candy Drive - Expenditures

High School Chart of Accounts
Fair
Fair - Gross
Fair - Expenditures
Raffle
Raffle - Gross
Raffle - Expenditures
Spirit Card
Spirit Card - Gross
Spirit Card - Expenditures
Other Fund Raising - Development

Other Income
Rental Income
Interest Income
Required Services Income
Gain (Loss) On Sale of Asset
Contributed Services Income
Grant Income
Other Miscellaneous Income

Total Income

EXPENSES

Administration Expenses

Salaries - Administration
Salaries-Pres/Princ/APs
Salaries-Secretaries
Salaries-Financial Services
Salaries-Other Support Staff

Fringe Benefits
Social Security-Administrative
Pension Plan-Administrative
Hospitalization-Administrative
Other Religious Fringe-Administrative
Other Fringe Benefits-Administrative

Administrative Expenses
Archdiocesan Assessment
Advertising
Bad Debt Expenses
Bank Service Charges
Computer Supplies
Conferences & Travel

High School Chart of Accounts
6127 Equipment Purchases - Administrative
6128 Grant Expenses
6129 Hospitality
6130 Membership Dues & Fees
6131 Postage
6132 Printing
6133 Professional Fees & Services
6134 School Board
6135 Staff Incentives
6136 Subscriptions
6137 Supplies - Administrative
6150 Other Administrative Expenses

Total Administration

6200 INSTRUCTIONAL EXPENSES

6200 Salaries - Instructional
6201 Salaries - Lay Teachers
6202 Salaries - Clergy & Religious Teachers
6203 Salaries - Teacher Aides
6204 Salaries - Substitutes
6205 Salaries - Librarian
6206 Salaries - Library Secretary
6207 Salaries - Technology
6208 Salaries - Chaplain & Campus Minister
6209 Salaries - Counselors
6210 Salaries - Stipends (Non Athletic)
6211 Salaries - Other Instructional

6220 Fringe Benefits - Instructional
6221 Social Security - Instructional
6222 Pension Plan - Instructional
6223 Hospitalization - Instructional
6224 Other Religious Fringe Benefits
6229 Other Fringe Benefits - Instructional

6230 Instructional Expenses
6231 Classbooks & Textbooks
6232 Classroom Supplies & Materials
6233 Copy Machine Supplies - Instructional
6234 Equipment Purchases - Instructional
6235 Teaching Continuing Education
6236 Testing Expenses
6239 Other Instructional Supplies
6240 Library/Media Expenses
6241 Library Books
6242 Library Periodicals
6243 Library Supplies
6244 Equipment Purchases - Library
6245 Audio Visual Materials
6246 Other Audio Visual Expenses
6249 Other Library Expenses

6250 Instructional Technology Expenses
6251 Contracted Services - Technology
6252 Equipment Purchases - Technology
6253 Internet Costs
6254 Repairs - Technology
6259 Supplies - Technology

6260 Department Expenses
6261 Art
6262 Business
6263 Campus Ministry
6264 Computer Science
6265 Debate/Speech
6266 English
6267 Foreign Language
6268 Guidance
6269 Home Economics
6270 Mathematics
6271 Music/Band
6272 Physical Education
6273 Religion(Theology)
6274 Science
6275 Social Studies
6279 Other Department Expenses

Total Instruction

6300 OPERATIONS & MAINTENANCE OF PLANT
6310 Salaries - Plant Upkeep
6311 Salaries - Custodial Personnel

6320 Fringe Benefits - Plant Upkeep
6321 Social Security - Plant Upkeep
6322 Pension Plan - Plant Upkeep
6323 Hospitalization - Plant Upkeep
6324 Other Religious Fringe Benefits
6329 Other Fringe Benefits - Plant Upkeep

High School Chart of Accounts
6330 Plant Upkeep Expenses
6331 Contracted Janitorial Services
6332 Custodial Supplies & Materials
6333 Equipment Purchases - Plant
6334 Ground Upkeep Expenses
6335 Rental Expenses - Plant Upkeep
6336 Repairs & Maintenance
6337 Other Contracted Services - Plant Upkeep
6338 Acquisition/Improvement-Site
6339 Rental of Buildings
6349 Other Plant Upkeep Expenses

6350 Utilities
6351 Utility Expense - Electric
6352 Utility Expense - Gas
6353 Utility Expense - Water
6354 Utility Expense - Telephone
6359 Other Utility Expenses

6360 Other Operations and Maintenance Costs
6361 Depreciation
6362 Interest
6363 Other Fixed Costs

Total of Operations & Maintenance of Plant

6400 FIXED COSTS

6410 Insurance Costs
6411 Student Insurance
6412 Casualty Insurance
6413 Vehicle Insurance
6419 Other Insurance Expenses

6420 Rentals & Acquisitions
6421 Rental of Buildings
6422 Other Rentals
6423 Acquisition/Improvement - Site-Buildings
6424 Acquisition of Equipment
6425 Acquisition of Computers
6426 Acquisition of Office Equipment
6427 Acquisition of Classroom Equipment
6428 Acquisition of Other Equipment
6429 Acquisition of Vehicles
6430 Other Acquisitions

Total Fixed Costs

High School Chart of Accounts
6500 STUDENT ACTIVITIES EXPENSES

6510 Student Activities - Non Athletic
6511 Awards - Non Athletic
6512 Drug Testing Expenses
6513 Graduation Expenses
6514 Parent Club Expenses
6515 Retreat Expenses
6516 School Newspaper
6517 Yearbook Expenses
6519 Other Student Activity Expenses

6520 Student Activities - Athletic Salaries
6521 Salaries - Athletic Director
6522 Salaries - Coaches
6523 Salaries - Stipends (athletic)
6524 Social Security - Athletics
6525 Pension Plan - Athletics
6526 Hospitalization - Athletics
6529 Other Fringe Benefits - Athletics

6530 Student Activities - Sports Costs

6532 Basketball - Boys
6533 Basketball - Girls
6534 Bowling
6535 Cheerleaders
6536 Cross Country
6537 Dance Teams
6538 Football
6539 Golf
6540 Gymnastics
6541 Softball
6542 Swimming - Boys
6543 Swimming - Girls
6544 Tennis - Boys
6545 Tennis - Girls
6546 Track - Boys
6547 Track - Girls
6548 Soccer - Boys
6549 Soccer - Girls
6550 Volleyball
6551 Weight Lifting
6552 Wrestling
6553 Awards - Athletic
6560 Other Sport Costs

Total Student Activities
STUDENT SERVICES EXPENSES

6610 **Student Services - Bookstore**
- 6611 Salaries - Bookstore
- 6612 Social Security - Bookstore
- 6613 Pension Plan - Bookstore
- 6614 Hospitalization - Bookstore
- 6615 Other Religious Fringes - Bookstore
- 6616 Inventory Purchases - Bookstore
- 6619 Other Bookstore Expenses

6620 **Student Services - Summer School**
- 6621 Salaries - Summer School
- 6622 Social Security - Summer School
- 6623 Pension Plan - Summer School
- 6624 Hospitalization - Summer School
- 6625 Other Religious Fringes - Summer School
- 6629 Other Summer School Expenses

6630 **Student Services - Summer Camp**
- 6631 Salaries - Summer Camp
- 6632 Social Security - Summer Camp
- 6633 Pension Plan - Summer Camp
- 6634 Hospitalization - Summer Camp
- 6635 Other Religious Fringes - Summer Camp
- 6636 Summer Camp Food
- 6637 Summer Camp Supplies
- 6639 Other Summer Camp Expense

6640 **Student Services - Drivers Ed**
- 6641 Salaries - Driver Ed
- 6642 Social Security - Driver Ed
- 6643 Pension Plan - Driver Ed
- 6644 Hospitalization - Driver Ed
- 6645 Other Religious Fringes - Driver Ed
- 6646 Gas & Oil Expenses
- 6647 Repairs & Maintenance
- 6648 Vehicle Lease - Driver Ed
- 6649 Other Driver Education Expense

6650 **Student Services - Transportation**
- 6651 Salaries - Transportation
- 6651 Social Security - Transportation
- 6653 Pension Plan - Transportation
- 6654 Hospitalization - Transportation
- 6655 Other Religious Fringes - Transportation

High School Chart of Accounts
6656 Contracted Services
6657 Gas & Oil Expenses
6658 Repairs & Maintenance
6659 Vehicle Lease - Transportation
6669 Other Transportation Expense
6670 **Student Services - Other**
6671 Vending Machine Purchases
6672 Other Student Service Expense

**Total Student Services**

6700 **DEVELOPMENT & FUND RAISING**

6710 Salaries - Development & Fund Raising
6711 Salaries - Development
6712 Salaries - Fund Raising
6713 Salaries - Alumnae
6714 Salaries - Clerical

6720 Fringe Benefits - Development & Fund Raising
6721 Social Security - Development & Fund Raising
6722 Pension Plan Development & Fund Raising
6723 Hospitalization - Development & Fund Raising
6729 Other Religious Fringe Benefits - Develop. & Fund

6730 **Development & Marketing Expenses**

6731 Alumnae Expense
6732 Conference & Travel
6733 Dues & Subscriptions
6734 Fund Raising Expenses
6735 Office Supplies & Materials
6737 Public Relations & Publicity
6740 Other Development Expenses

**Total Development and Fund Raising**

6800 **MARKETING AND ADMISSIONS**

6810 Salaries - Marketing and Admissions
6812 Salaries - Admissions
6813 Salaries - Marketing
6814 Salaries - Clerical

6820 Fringe Benefits - Marketing and Admissions
6821 Social Security - Marketing & Admissions

High School Chart of Accounts
Pension Plan - Marketing & Admissions
Hospitalization - Marketing & Admissions
Other Religious Fringe Benefits - Mark. & Admin.

Marketing and Admissions Expenses
Conference & Travel
Dues & Subscriptions
Office Supplies & Materials
Open House Expenses
Public Relations & Publicity
Recruiting Expenses
Other Development Expenses

Total Marketing and Admissions
APPENDIX B
## SOURCES OF CASH

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<th>Description</th>
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<th>Projected Budget 2013-2014</th>
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## USES OF CASH

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## Enrollment

- **Tuition and Fees**
  - Tuition
  - Fees

## Other Information

- Cost to educate

## Other fees

- Scholarships/financial aid
- Chargebacks/Tuition Refunds

## Maintenance Reserve
APPENDIX C
This form is for use by any nonprofit, domestic, civic, educational, historical, charitable, fraternal, or religious organization that applies for exemption from the collection of state sales tax on parking fees, admissions to, or sales by the organization at fund-raising events. Approval of the application does not authorize the nonprofit organization to be exempted from taxes required by law to be paid on the organization’s purchase.

Answers to the questions below should be as full and complete as possible. Incomplete answers will cause the processing to be delayed or the exemption to be denied. Applications should be submitted as far in advance as possible, but no later than two weeks prior to the event.

Return the completed form to any of the Department’s regional offices listed on the back of this application or to the main office: Department of Revenue, Taxpayer Services Division, 617 North Third, PO Box 201, Baton Rouge, LA 70821-0201, Telephone (225) 210-7356.

1. Name of nonprofit organization

2. Represented by

3. Address

Daytime telephone number

4. Purpose of organization

5. Does this organization endorse candidates for public office? Yes ☐ No ☐ Explain “yes” answers.

Is the organization otherwise involved in political activities? Yes ☐ No ☐

6. Describe the event for which exemption is sought.

7. Location and dates of event

8. How will the proceeds, after the payment of direct necessary expenses be used? If the proceeds are to be donated to a nonprofit organization, explain how the organization will use the funds.

9. Will the event potentially yield a profit to any promoter, individual, or business which has contracted to provide services or equipment for the event?

10. Does any profit-seeking business enterprise, operating in the trade area where this event will be held, sell products or services that are identical or similar to the products or services that will be sold by this organization during the fund-raising event? If yes, please give full details.

I hereby certify that the above-named organization is a bona fide domestic, civic, educational, historical, charitable, fraternal, or religious organization; that the organization is the actual sponsor of the event described; and that all the proceeds from the event, after necessary direct expenses, will be used to further the organization’s own purpose or for the educational, charitable, religious, or historical restoration purpose stated above. The answers to the above questions are correct and complete, to the best of my knowledge and belief. I also understand that any organization that fraudulently seeks exemption under R.S. 47:305.14 shall be subject to the civil and criminal penalties provided for in the statutes.

APPROVED:

Signature

Date

DISAPPROVED:

Date