

Roman Catholic Diocese of Lexington, KY
Account Listing
Updated as of March 2019

| Type | Account | |
|------|--|--|
| BK | 100 · Operating Checking | Accounts 100-119 are reserved for operating and other checking accounts. Each location is allowed one checking account for operating. Historically, checking accounts for groups have been brought on the books and then merged with the operating account and closed. Multiple accounts numbers were needed to preserve the history. To be a parish or school sponsored function or organization all finances must run through the location's books. This requirement is very important for insurance coverage through Catholic Mutual. If a group is not parish or school sponsored they must provide a certificate of insurance to use the location's facilities as defined on the Catholic Mutual website. Special Event Coverage is also available for single events. The Kentucky Charitable Gaming Commission requires a separate checking account for gaming activity and some lending institutions require a separate account or an on-site checking that requires moving the operating account. The range of account numbers should allow adequate room for all changes and accounts. Subaccounts for cash are very important to properly track restricted and designated monies and monies of a particular group or function. |
| AR | 130 · Accounts Receivable | Activity should come from entering invoices and related payments. No journal entries. |
| AR | 131 · Pledges Receivable | Capital Campaign pledges should be recorded here. Payments received on pledges will be recorded here too, reducing the amount of the receivable. |
| AR | 132 · Tuition Receivable | |
| AR | 133 · Other Receivable | Please contact the Director of Parish or School Finance, as appropriate, if you feel you need to use this account. There should be isolated instances only. All other receivables should fit accounts 130-132. |
| OA | 134 · Allowance for Uncollectible | This account is for receivables that are estimated to be uncollectible. Contact the Director of Parish or School Finance if you would like help calculating. This account is currently not a required account but is available for those entities that would like to use it or have an independent audit. |
| OCA | 135 · Inventory | Bookstores, SCRIP cards or gift shop items for resale |
| OCA | 140 · Deposit & Loan Account | A/C's 140-144 are for PNC D & L savings accounts only |
| OCA | 145 · Prepaid Payroll Expense | As of July 1, 2018 this account is no longer applicable. The balance on the books should be zero. If it is zero you can make this account inactive on the chart of accounts. If there is a balance, contact the Chancery for help clearing the account balance. |
| OCA | 146 · Deposits and Options | Items like security or utility deposits, options to purchase, etc. |
| BK | 147 · Petty Cash | May keep up to \$150 and should reconcile and replenish on a regular basis. |
| OCA | 148 · Other Prepaid Expenses | Ex. Prepaid Insurance (Premiums paid in December for a year. Six months of the current fiscal Jan-June and six months for the next fiscal Jul-Dec.) |
| OCA | 150 · Payment at Institution | FACTS interface account for payments made at the school instead of being made through the FACTS process |
| OCA | 151 · Prepaid Bond Issue Fees | |
| OCA | 155 · FACTS Unremitted | FACTS interface account-This is a holding account for monies pulled from families' bank accounts for bill pay and therefore reducing receivables. Monies held here while waiting for the deposit from FACTS into the school's operating checking account. Schools should not post manually to this account. FACTS Interface Only |
| OCA | 160 · Investments | Diocesan approved investments outside of D&L, typically historical. |
| OCA | 161 - Unrealized Gain (Loss) | Investment related account. Subaccounts can be used if applicable. |
| OA | 163 · Mortgage Bond Indenture Funds | Very isolated use. |
| OCA | 175 · Interfund Transfers | Money internally transferred (PTO to Festival, Gaming Startup in and out, etc.) This account balance should constantly return to zero. |
| FA | 180 · Land | Accounts 180-190 are for fixed assets that individually cost \$5,000 or greater. |
| FA | 181 · Furniture & Fixtures | Items that individually cost equal to or greater than \$5,000 (For depreciation use a 7 year depreciable life) |
| FA | 182 · Building and Building Improvements | Building Improvements - Purchases/Improvements equal to or greater than \$5,000. New Construction of Buildings or Additions-All costs should be tracked and combined in a subaccount and then treated as one asset for depreciation and insurance purposes. (For depreciation, Buildings use a 40 year depreciable life, Improvements, including roof replacement use a 10 year life, HVAC Units use a 7 year life and Solar Panels a 5 year life |

Roman Catholic Diocese of Lexington, KY
Account Listing
Updated as of March 2019

| Type | Account | |
|------|--|---|
| FA | 183 · Auto | Autos purchased for \$5,000 or greater (5 year depreciable life) |
| FA | 184 · Computers | Purchases or additions of individual components that cost greater than \$5,000 each. (For depreciation, use a 3 year depreciable life.) |
| FA | 185 · Telephone System | Purchases or additions greater than \$5,000 each. (3 year depreciable life) |
| FA | 186 · Land Improvements | Major landscaping, parking lot improvements, etc. greater than \$5,000. (5 year depreciable life) |
| FA | 187 · Equipment | Individual purchases greater than \$5,000 each. Ex. Sound systems (5 year depreciable life) |
| FA | 188 · Leasehold Improvements | Improvements to leased property (Depreciable over the life of the lease) |
| FA | 190 · Accumulated Depreciation | Offset to depreciation expense entries |
| OA | 195 · Long Term Pledges Receivable | Pledges due in a future fiscal year |
| OCL | 205 · Accrued Contract Payroll | School contract employees are paid over 12 months that overlap fiscal budget years. It is important to record the payroll earned during the school year as an expense and liability of that school year for budgeting and cash flow purposes. The Director of School Accounting and Finance will assist in recording the expense and liability for each school each month for budget vs. actual comparisons. The balance at June 30 should represent the amounts to be paid semi-monthly mid-June through mid-August. As each payroll is paid entries should be made to relieve the liability. The liability should be zero after the August mid-month payroll each year. |
| AP | 210 · Accounts Payable | This number should come from Entering Bills. Do not make any journal entries to accounts payable. |
| OCL | 211 · Prepaid Fees | Book Fees, Tech Fees, etc. paid in advance of the applicable fiscal year. |
| OCL | 212 · Deferred Revenue | Revenue collected for a future event other than tuition or school fees which are recorded in accounts 216 and 211 respectively. |
| OCL | 213 · FACTS Refunds Due | FACTS Account Only (See the Director of School Accounting and Finance for help.) |
| OCL | 214 · Credit Card | Credit card transactions that are entered and reconciled in Quick Books. |
| OCL | 215 · Scholarship Monies Received | If the parish or school receives money restricted for scholarships the deposit is recorded in this account. If the donation is directly to the school, the balance is held in this account until it is applied to the student's account. If the donation is to the parish, the donation is held in this account until the check is written to the school. |
| OCL | 216 · Prepaid Tuition | Money paid for the next school year. |
| OCL | 217A · Payroll Liabilities | Isolated use after July 2018. If balance is zero the account can be marked as inactive. |
| OCL | 218 · Sales Tax Payable | Use this account only if you actually charge sales tax separately. |
| OCL | 219 · Accrued Expenses | Earned and unused vacation time should be recorded here at fiscal year end. |
| OCL | 220 · Notes Payable | Money borrowed from banks or other external financial institutions. |
| OCL | 221 · Notes Payable-Deposit & Loan | May use 221 and 222. If you need others call the Diocesan Finance Officer. |
| OCL | 223 · United In Faith Campaign | This account is no longer used. Make Inactive. |
| OCL | 224 · Annual Appeal | Pledge payments or original contributions to send to the Chancery. |
| OCL | 225 · Mission Network/Coop Speakers | All collections are submitted to the Chancellor's Office. No money should be given to or collected by the speakers directly. |
| OCL | 227 · Church in Central and Eastern Europe | |
| OCL | 228 · Peter's Pence/Holy Father | Accounts 227-246 are for second and special collections that are submitted to the Chancery. A check should be sent after the weekend of the initial collection and a check should be sent to the Chancery to clear all balances in these accounts at least quarterly. |
| OCL | 230 · Rice Bowl | |
| OCL | 231 · Black & Native | Each check or the support sent with the check should list the appropriate chart of accounts number(s) so it is obvious where to apply the amount submitted. |
| OCL | 232 · Solidarity Fund for the Church in Africa | |
| OCL | 233 · Holy Land | |
| OCL | 234 · Catholic Communications | |
| OCL | 235 · Catholic Relief Services | The Chancery tracks participation in the Second Collections. |
| OCL | 236 · Home Mission Sunday | |
| OCL | 238 · Lay and Ordained Ministers | If more than one collection is included on a single check please make sure the individual collections are listed with account numbers so all amounts can be applied properly. |
| OCL | 240 · World Mission Sunday | |
| OCL | 241 · Retirement for Religious | Consider printing a balance sheet prior to writing the check and sending a copy of the printed balance sheet with the check. The balance sheet will list each collection and balance. |
| OCL | 242 · Campaign for Human Development | |
| OCL | 243 · Opportunities for Life | |
| OCL | 244 · Seminary Collection | |
| OCL | 246 · Other Special Collections | Unique collections offered by the Bishop. Ex. Tsunami, Katrina, Fayette Co. Habitat Build |
| OCL | 250 · Assessment Due Prior Year | From July 1 until the assessment is paid in September all locations should have a |

Roman Catholic Diocese of Lexington, KY
Account Listing
Updated as of March 2019

| Type | Account | |
|------|---------------------------------|--|
| | | balance in account 250. When the assessment is paid the check is coded to this account and the balance should be zero. The actual build up of the balance is recorded in account 251 during the actual fiscal the assessment represents. |
| OCL | 251 · Assessments-Current Year | <p>This account is to show the accumulating balance for the current year assessment, due September 1 of the following fiscal year. To calculate, run the memorized report in Quick Books and multiply the bottom line by the percentage applicable to the location. The balance in account 251 should equal the calculated assessment due. To adjust the balance due, prepare a journal entry to debit account 501 and credit account 251. Date the journal entry the same date as the report used to calculate the amount due. Proof the account balance back to the report and adjust as necessary. Go through this process at least quarterly throughout the fiscal, always adjusting the amount due to the current amount on the report. Seeing the liability helps plan cash flow.</p> <p>On July 1, prepare a journal entry to debit account 251 and credit account 250 to move the entire balance of account 251.</p> <p>The Chancery sends an assessment bill in August. Compare the balance on the books to the actual bill. Date the entry June 30 for any adjustments to actual so the expense and liability are recorded in the correct year. When the balance of the account on June 30 agrees with the bill there is one more entry to do. Prepare a journal entry dated July 1 to correct the balance that was moved to account 250 July 1. If you feel the Chancery bill is incorrect or you need help booking any entries contact the Director of Parish Accounting and Finance. Correct fiscal year end balances are important for archive and comparative purposes.</p> |
| OCL | 257 · Bond Fees Payable | Bond and Facility Fees Payable for locations with a bond liability. |
| OCL | 260 · Mass Stipends | <p>Record \$5 and only \$5 per requested and paid mass. If someone contributes \$100 but only wants one mass, record \$5 here and the other \$95 in account 410 Donations and Gifts. Reconcile this account at least quarterly with the Mass Intentions Book. The reconciling entry is posted to this account with an offset to account 417. If paying a substitute priest that is eligible to receive a mass stipend, record the mass stipend portion of the compensation check here. Remember that only retired priests and priests from outside the Diocese not serving our Diocese on an active assigned basis are eligible to receive this payment for mass stipends.</p> |
| LTD | 270 - Long-term Debt | Accounts 270-275 are for borrowings on bond issues or other LT Debt |
| EQ | 300 · Opening Net Assets | The 300 accounts are all Equity accounts. No adjustments should be coded to these |
| EQ | 320 · Unrestricted Net Assets | accounts without the approval and supervision of the Chancery Finance Office. |
| EQ | 325 · Restricted Net Assets | |
| INC | 401 · OFFERTORY | <p>All regular offertory taken up at a mass! Saturday, Sunday, Holy Days, etc. All checks, coins and cash that are put in the offertory collection unless in a separate envelope with other donor intentions. Funds should not be divided or manipulated in any way. No exceptions!</p> |
| INC | 403 · Gain (Loss) on Asset Loss | <p>If a fixed asset recorded in accounts 181-188 is destroyed, lost or stolen and there is a related insurance payment, the deposit should be coded first to reduce the asset account for the item that is damaged or gone and the remainder posted here. A journal entry should be made to debit the amount of any accumulated depreciation posted previously for that asset and the matching credit posted here.</p> |
| INC | 404 · Diocesan Distributions | Any subsidy received from the Chancery offices, including Mission and Ministry grants and Annual Appeal sharebacks. |
| INC | 405 · GRANTS | External Grants, Not Mission and Ministry |
| INC | 407 · TAXABLE SALES | <p>Includes bookstores, thrift shops, rummage sales, individual items sold for use outside parish activities (Ex. Advent wreaths, Bibles, rosaries, religious jewelry, crucifixes, Advent booklets, etc.) Most locations are not charging sales tax separately so the tax is calculated on the sales tax return form. Code the total deposits</p> |

Roman Catholic Diocese of Lexington, KY
Account Listing
Updated as of March 2019

| Type | Account | |
|------|--|---|
| | (See notes regarding sales tax) | for sales to this account in Quick Books and put that same amount on Line 1 of the sales tax return where it says Total Receipts. If the location has its own sales tax certificate, file the sales tax return as required. Code the check for the sales tax to account 522. Put sales tax in the Memo. If the location does not have its own sales tax certificate, prepare a sales taxes tax form and send the form and a check to the Chancery office each month there is sales tax activity. The monies are due to the state by the 20th of each month. The Chancery consolidates all returns sent in and sends one check so please send your return and check to the Chancery by the 10th of the month. The sales tax return is on the cdlex website. Fill out the form, stopping after Line 25. At the top of the form write the location, city and reporting period. The check to pay the sales tax is written to the Roman Catholic Diocese of Lexington, KY and coded to account 522 with sales tax in the memo. Remember you only send a sales tax return if there was activity for the month. |
| INC | 408 · Donations-Outside of the Diocese | Gifts sent in from donors outside of Diocesan boundaries, including parish relationships. This account can include applicable donors through electronic giving. However, all monies collected in the offertory should be posted to offertory. The offertory count should not involve sorting through checks looking for addresses outside of the diocese to post to this account rather than offertory. The entire offertory collection is recorded in account 401. |
| INC | 409 · Order Support | Support received from religious orders for the parishes they are serving in the diocese. It is very important that the Quick Books accounting record show all of the monies it takes to run a parish and its programs, including outreach so plans or adjustments can be made if the Order Support is no longer available. |
| INC | 410 · DONATIONS & GIFTS | Donations made outside of offertory or a fundraiser. Examples include money contributed devotional areas for candles, money dropped in a basket at coffee and doughnuts, etc. |
| INC | 411 · SCHOOL REGISTRATION FEES | Registration fees to hold a spot in the school's enrollment are assessable like tuition. Other school fees are coded to account 452. |
| INC | 412 · RENTALS | Renting the facility or grounds Examples: Weddings, parties, gyms, etc. |
| INC | 413 · FUND RAISING | Revenues generated by fundraisers. Examples: School pictures, wrapping paper sales, candy sales, festivals, etc. |
| INC | 414 · GAMING ACTIVITIES | Blackjack tents, bingo halls, raffles, pull tabs, etc. |
| INC | 415 · PASS THROUGH COLLECTIONS | Monies collected for an external agency or group like St. Vincent DePaul, Habitat (other than Habitat through a Diocesan area build), agencies that administer assistance programs for utility bills, medical bills, etc. if the agency has control over who gets the assistance, Food for the Poor, Meals on Wheels, Birthright, Salvation Army, etc. All deposits are recorded in this account and the net disbursements are recorded in account 502. Net after assessment calculation meaning the location should withhold the applicable assessment percentage. |
| INC | 416 · Donations for Outreach Operations | Collections for general parish outreach or revenues generated by a parish outreach program like Heartwork Camp or an outreach facility like a thrift shop. Proceeds (less applicable sales tax) must be entirely devoted to outreach to be coded to this account. Monies cannot be used for other parish operations or programs. (Note: If monies are collected for a specific family or individual person the deposits and resulting checks are posted to account 945 Even Exchange. The location is just collecting the money. The monies are a gift from one private party to another. The monies are not donations to the parish, school or apostolate and are not deductible to the contributing individual(s) or families. |
| INC | 417 · Restricted Donations-Non Operating | Monies given that are restricted by the donor for a specific use other than a regular operating expense. Amounts received from the CrossRoads collection should be posted to this account since the parish often pays more than collected. Please call or email the Diocesan Finance Officer if there is a question about posting something to this account. Support must be kept at the location for any amounts posted to this account for internal audit by the Chancery. |

Roman Catholic Diocese of Lexington, KY
Account Listing
Updated as of March 2019

| Type | Account | | | | |
|------|---|---|--|--|--|
| | | HINT: Any restricted revenue for any and every ongoing program of every location must be recorded and reported in account 418. | | | |
| INC | 418 · RESTRICTED DONATIONS-OPERATING | Monies given and restricted by the donor for a specific regular operating purpose. Ex. Flowers " In Memory of" or "In Honor of" | | | |
| INC | 419 · SPONSORSHIPS | Monies received to be acknowledged as the sponsor of a team, event or similar. | | | |
| INC | 420 · SALE OF CEMETERY LOTS | | | | |
| INC | 421 · PARISH PROGRAMS | This account is for Churches Only. Examples include bulletin ad sales, the charge to attend a parish program, including the charges for the books or other materials that go with the program, the charge to go on a parish sponsored trip, etc. Examples: CCD, Vacation Bible School, Sunday School, Parish Basketball League, (school athletic fees go in 452), Aerobics, etc. | | | |
| INC | 426 · BEQUESTS | Money left to a location through a will or trust. If there are no restrictions on this money it can be used for general operating or internally designated purposes. If the money is restricted, establish a D&L or cash subaccount to track the balance and expenditures for accountability. The subaccount can be made inactive when funds are depleted. | | | |
| INC | 427 · TUITION | Kindergarten through Grade 12 only. Recognized as revenue August-May. | | | |
| INC | 431 · GAIN(LOSS) SALE OF ASSETS | Incurred by a sale of property, investments, etc. If the asset sold was previously recorded in accounts 180-187, the sale should be posted first to the asset account to reduce the balance for the sale. The remainder of the deposit is posted here. Then make a journal entry to debit any accumulated depreciation that has been booked for the item and credit the same amount here. | | | |
| INC | 432 - GAIN(LOSS) - Nonassessable | Gain/(Loss) on sale of property to raise money to purchase new property or improve existing property. Follow same accounting process outlined for account 431 to remove the asset sold and to handle any accumulated depreciation associated with the asset sold. | | | |
| INC | 435 · Capital Campaign | Contributions to a location's Diocesan approved capital campaign | | | |
| INC | 440 · On-Site Parish Subsidy | Subsidy received by a school from on-site parish. Account balance should always agree to account 504 on the parish books. Test quarterly and make sure at fiscal year end. | | | |
| INC | 441 · SCHOOL SUBSIDIES FROM OTHER PARISHES | Book the deposit in this account when a school receives money from a parish other than its own on-site parish. Examples are the amounts Lexington Catholic and Sts. Peter & Paul School receive from different parishes for attending students or support of general operations. | | | |
| INC | 451 · Nonassessable Parish Functions | Monies collected for dues or programs of the parish groups whose checking accounts were closed and brought onto the books of the parish so all finances flow through the parish checking account. Examples include Women's Guild, Altar Society, and Knights of Coumbus that are part of the parish, not separately incorporated, etc. If these groups hold fundraisers for the general operations of the parish the fundraiser activity should be coded to the 413 and 515 fundraiser accounts to be assessed at net. | | | |
| INC | 452 · School Programs and Fees (other than Registration Fees) | Examples include Preschool, Aftercare, Daycare, Activity Fees, Textbook Fees, Field Trip Fees, Lost Textbook Fees, Cafeteria Lunch Tickets, Lunch Money Collected, Athletic Fees, Library Fines, Late Fees assessed on Late Tuition Payments, etc. | | | |
| INC | 453 · In-Kind Services | Purpose is to record donated services in a person's professional area of training, whose expertise the location requires and would otherwise have to pay for. Important to track for future budgeting purposes. A matching expense is coded to account 553. Example: If an attorney donates legal services, record the amount through a journal entry as a credit to 453 and a matching debit to account 553. Ask the attorney for the hourly rate. If the attorney donates time to stuff envelopes, nothing is recorded. Stuffing envelopes is important and helpful but the process does not require an attorney's legal skill. A prominent example is a retired priest that no longer takes a salary from the parish. Important to record the cost of the services for future budgeting. | | | |
| INC | 460 · Cafeteria & Milk-Federal Funding | Offset for account 511 | | | |
| EXP | 501 · Assessments | The assessment for the current fiscal is recorded in this account. Please run the assessment report from QB Pro monthly or quarterly and make a journal entry to debit this account and credit account 251 as necessary. | | | |
| EXP | 502 · Support of Other Agencies | Pass through of payments to monies collected and deposited in account 415. See that | | | |

Roman Catholic Diocese of Lexington, KY
Account Listing
Updated as of March 2019

| Type | Account | |
|------|--|---|
| | | account explanation for more details. Note the collections in account 415 are assessable so it is important to calculate the assessment that will be due and only distribute the total net of assessment. |
| EXP | 504 · Subsidy from Parish to School | This account on the parish books should agree with the school's balance in account 440. Test quarterly and make sure the accounts agree as of fiscal year end. |
| EXP | 505 · Retirement-Lay and Religious | All payments for retirement. (Lay Employee Pension Plan and Priest Retirement billings) |
| EXP | 506 · INTERNAL TUITION ASSISTANCE | Tuition credits authorized by the Pastor or designated Administrator, typically determined through the FACTS application or other third party process. The expense is recognized monthly during the school year, August - May. |
| COG | 507 · COST OF GOODS SOLD | Tuition discounts granted for the children of the school's staff are recorded in account 509. Use this account if you are recording items purchased for resale in the inventory account 135. (SCRIP Card inventory, spirit wear, etc.) When items are sold from the bookstore/gift shop record the deposit in account 407. Monthly the inventory has to be reduced to reflect the items sold. To reduce the inventory this account is debited for the cost of the items sold and the inventory account is credited. |
| EXP | 508 · SPPS/LCHS SUBSIDY | If the parish takes up a collection for the subsidy to either school, code the collection to account 418 and the checks written to either school to this account 508. This account is an offset for the assessment calculation. |
| EXP | 509 · STAFF TUITION REDUCTIONS | Staff tuition reduction policies are determined by each school. Policies need to be honored fairly and consistently across the staff of the applicable educational institutions. To be a tax free benefit the person must work at the educational institution. Therefore, parish and Chancery employees do not qualify for the staff reduction, but can apply for tuition assistance recorded in account 506. Tuition is recorded at 100% in account 427 for everyone and then any and all applicable staff tuition reductions are recorded here. The balance of this account is netted against tuition for the assessment calculation. This separation helps clearly identify the amount of tuition reductions for staff for budgeting and it also highlights the employee benefit. If a location is on FACTS these transactions are recorded through the Interface. It is a manual posting for locations not on FACTS. If you need help with the entry contact the Director of School Accounting and Finance. |
| EXP | 510 · Direct Outreach Donations | Support given to individuals, families, etc for utility bills, medical bills, etc. thru Outreach. No one should be given cash. Checks should be written to the pharmacy, utility company, etc. If there is a voucher program with a grocery store the checks to the grocery store go in this account as applicable to outreach. If gift cards for stores or restaurants are purchased for outreach code those purchases in this account. Have a receipt book people sign as proof of receiving the gift card(s). To respect privacy, it should be a receipt book that can be torn out each time and put in a folder for reconciling. Gift cards are cash equivalents. They should be kept in a secure place and the inventory on hand should be reconciled to the receipts on a regular basis, at least quarterly. If the outreach check is for rent request a completed W-9 before issuing the check to the landlord. The FEIN of the Diocese is paying the rent. |
| EXP | 511 · Federal Funding-(Cafeteria/Milk) | Offset for account 460 |
| EXP | 512 · Scholarships | Reductions in tuition from scholarship donations applied (real money) |
| EXP | 514 · GAMING ACTIVITIES | Only the direct expenses of the gaming activities are coded here. Examples: Bingo Cards, Pull Tabs, Raffle Tickets, Payouts, Gaming License, Hall Rental, etc. No transfers, cash start ups, or distributions of profits are recorded in this account. |
| EXP | 515 · FUND RAISING EXPENSES | Ex. Festival expenses, Costs for caterers, photographers, liquor license, etc. associated with a fundraiser. |
| EXP | 516 · Furniture & Fixtures Expense | Individual purchases costing less than \$5,000 each. |
| EXP | 518 · Janitorial Supplies & Household | Cleaning supplies, toilet paper, paper towels, etc. |

Roman Catholic Diocese of Lexington, KY
Account Listing
Updated as of March 2019

| Type | Account | |
|---------|--------------------------------|--|
| EXP 519 | Rental Expense-Equipment/Other | Carpet cleaning equipment, sound system, tables, tents, etc. other than for fundraisers |
| EXP 520 | UNCOLLECTIBLE PLEDGES | Pledges receivable booked in 131 that are not expected to be honored. Entry to debit 520 and credit 131 for the amount. |
| EXP 521 | BAD DEBT EXPENSE | Other booked receivable amounts you do not expect to collect. |
| EXP 522 | Taxes & Licenses | Sales Tax, car licenses, property taxes, etc. |
| EXP 523 | Gifts/Personnel Recognition | No cash or cash equivalents, stipends or gift cards greater than \$25 per. Allowable examples include a plaque or paperweight recognizing length of service, flowers for an occasion, etc. All cash or cash equivalents greater than \$25 must go through payroll. |
| EXP 525 | Salaries | Gross Salaries from the payroll provider reports. |
| EXP 526 | Substitute Compensation | Substitute teachers, priests, organists, etc that are paid through the payroll provider. |
| EXP 528 | Payroll Fees | \$7 per payroll check, Flex \$4.50 per month per participating employee |
| EXP 529 | Fringe | Location's share of FICA and Medicare |
| EXP 530 | Repairs & Maintenance-General | R & M other than vehicles (536) or equipment (539) Very similar to account 531. Please consistently use the one that is most appropriate for the location's needs. |
| EXP 531 | Building & Grounds | Maintenance and upkeep Ex. Mowing, lock changes, snow removal, etc. |
| EXP 532 | Mileage/Transportation Costs | Routine mileage or other travel for routine work purposes. |
| EXP 534 | Food & Lodging | Hotel costs and/or associated employee meals for routine work purposes. |
| EXP 535 | Leases & Service Contracts | Ex. Security system, copiers, copier overages associated with the lease, postage machine etc. |
| EXP 536 | Repairs & Maintenance-Vehicles | Ex. Tires, oil changes, routine service, etc. |
| EXP 537 | Food Supplies | Ex. Cafeteria in school, priest allowance or reimbursement, etc. |
| EXP 538 | Rent-Property | Rent paid for the use of a building/land/facility other than for a gaming event |
| EXP 539 | Equipment Maintenance | Ex. Service or minor repairs to a copier, fax machine, printer, etc. |
| EXP 541 | Office Supplies | Ex. Folders, legal pads, calculator ribbons, copier paper, pens, paper clips, etc. |
| EXP 542 | Printing | Items printed by an outside company. (Brochures, business cards, letterhead, and envelopes, etc.) |
| EXP 543 | Postage | Adding to the postage machine, stamps, UPS, FedEx, etc. |
| EXP 544 | Telephone/Internet/Cable | Land lines, cell phones, fax lines, computer lines, internet, cable etc. |
| EXP 545 | Books & Subscriptions | Magazines, on-line services, newspapers, etc. |
| EXP 546 | Audio/Visual | Applicable materials for training or information |
| EXP 547 | Utilities | Ex. Gas, water, electricity |
| EXP 548 | Conference Fees | Registration fee to attend |
| EXP 549 | Conference Expense | All costs for a convention or conference other than registration. Ex. Food, airline, hotel, materials, mileage, etc. |
| EXP 550 | Dues | An amount paid to establish or maintain a membership in an external organization |
| EXP 551 | Programs | Costs other than supplies directly associated with a particular program. (Ex. Info promoting, renting a bus, paying a speaker) |
| EXP 552 | Advertising | |
| EXP 553 | In-Kind Services | Expenses that would have been incurred if the services had not been donated (Offset to account 453) |
| EXP 554 | Computer Maintenance | Routine maintenance and upkeep |
| EXP 555 | Computer Supplies & Software | Purchases of items like memory upgrades, monitors, etc. |
| EXP 557 | Office Equipment | Calculators, I-Pads or Word Pros, portable Wi-Fi portals, etc. |
| EXP 558 | Small Equipment | Ex. Snow/leaf blowers, tools, lawn mowers, etc. |
| EXP 564 | Program Supplies | Materials and/or supplies directly related to a program (Ex. Worship -candles, banners, altar cloths, hosts, communion sets, CCD-Books, Vacation Bible School-Music, teacher guides, play materials, RCIA-Books, rosaries, etc.) |
| EXP 565 | Textbooks | For Schools-Items for plays, club activities, special programs, etc. Ex. Consumable and non-consumable workbooks and texts, online texts, teacher editions, etc. |
| EXP 566 | Classroom Equipment | Smart Board, Dry Erase Board, Equipment Carts, I-Pads, etc. |
| EXP 567 | Instruction Supplies | Teacher materials Ex. Glue, scissors, construction paper, markers, thumb drives, etc. |
| EXP 574 | Hospitality | Food provided for a meeting, treat someone to a meal for a business discussion, etc. |
| EXP 576 | Life Insurance | Premiums paid for lay employees |
| EXP 577 | Health Insurance | Premiums paid for active priests, seminarians and lay employees. Includes priests' |

Roman Catholic Diocese of Lexington, KY

Account Listing

Updated as of March 2019

| Type | Account | |
|------|---|--|
| | | long term care, and premiums for priests' and seminarians' dental and vision. |
| EXP | 578 · Auto Insurance | Premiums paid for priest and location vehicles |
| EXP | 579 · General Insurance | Ex. Property, Workers' Comp, Volunteer Coverage, Drone and Cyber Coverage |
| EXP | 580 · Professional Services | Accountants, attorneys, organists, wedding coordinators, background checks, sign language interpreters, etc. No Stipends or Honorariums allowed. If people are compensated for services it must be reported. Evaluate each compensation arrangement to determine if the person is an employee or a 1099 contractor. If a 1099 contractor, the location needs to acquire a W-9 before any payments are made. A blank W-9 is on the Diocesan website if needed. |
| | | Egiving provider fees and web hosted accounting costs are recorded in this account. |
| EXP | 585 · Continuing Education/ Professional Development | Attending a class for credit, computer class, EXCEL, Spanish Immersion, etc. |
| EXP | 590 · Bank Service Charges | Stop payment, NSF, penalties and late fees |
| EXP | 595 · ECOMMERCE FEES | Transaction fees for Ecommerce donations only; any monthly fee is posted to account 580. Account 595 is an assessment offset. Gross amounts given online should be recorded in the appropriate account like Offertory, Capital Campaign to agree with the subsidiary ledger like PDS or Servant Keeper and all donor tax letters. Donors are given credit for the gross (whole) amount of the donation prior to any fees. |
| | 6560 · Payroll Expenses | QB Account (Ignore this account) |
| OIN | 900 · INT INC-ASSESSABLE | Checking or money market accounts, approved CDs, etc. |
| OIN | 902 · Restricted Interest Income-CC | Capital Campaign interest earned in a required checking account |
| OIN | 903 · ENDOWMENT INCOME | Income from Diocesan approved endowments |
| OIN | 904 · D&L Interest Inc -Nonassessable | All D&L income is Non-Assessable. |
| OIN | 906 · Unrealized Gain/Loss | Temporary gain or loss on investments that have not been sold |
| OIN | 915 · Recognized Gains(Losses) | Investment Gains (Losses) |
| OEX | 907 · Amortization of Prepaid Bond Fees | |
| OEX | 901 · Interest Expense | Notes payable, credit card interest, etc. |
| OEX | 908 · Bond and Facility Fees | Bond and Facility Fees |
| OEX | 945 · Even Exchange | In and out monies that should not be revenue or expense. Examples: 1) A church group going to a ticketed event. Location agrees to collect money for tickets and purchase them. Exact amount wash transaction that does not show as revenue or expense. 2) Damage deposits you collect and return. 3) If someone is retiring or a particular family has experienced tragedy and the location acts as the collecting agent for contributions, the deposits and related disbursements go through this account. There is no donation for people who give because the monies are a personal gift. The funds are going to a predetermined person or family and not for the operations of the not for profit organization. By the very nature of what they are, transactions posted to the Even Exchange account should always come in and go back out for the same total amount. Remember as of a new fiscal year the Profit and Loss accounts automatically start at zero. If there is a balance in Even Exchange at the end of the fiscal year that is ok but there must be an entry to move the amount to a balance sheet account so the history remains intact and the monies can be handled properly in the next fiscal. The entry is reversed as of July 1 to carry the balance forward. As always, please call the Chancery if you would like assistance with the entries. |
| OEX | 982 · Depreciation Expense | The Diocese uses the Straightline method of depreciation which means Cost of an asset divided by expected useful life (depreciable life). Offset with Account 190. |
| | Type Legend: BK=Bank AR=Accounts Receivable OCA=Other Current Asset FA=Fixed Asset OA Other Asset AP=Accounts Payable OCL=Other Current Liability EQ=Equity INC=Income COGS=Cost of Goods Sold EXP=Expense OIN=Other Income OEX=Other Expense | |
| | Account names in all caps and bold print are the accounts used for the annual parish assessment report. Accounts in all caps, bold print and italics are the accounts for the school assessment reports. 441 is an assessable account to Lexington Catholic and Sts. Peter and Paul School. | |

Roman Catholic Diocese of Lexington, KY
Account Listing
Updated as of March 2019

| Type | Account |
|------|--|
| | A Memorized Assessment Report is in every Quick Books file. Contact the Chancery if you need help finding and/or using the report. |
| | Questions that May Arise: |
| | What about returned checks? Rebates? Refunds? |
| | Most deposits go to a 400 account. Most checks go to an asset account for a purchase, a payable account to pay toward a liability or an expense account in the 500 or 900 series. |
| | Returned checks, rebates and refunds should be coded to the asset, revenue or expense they were originally coded to. |
| | If a donor's check is returned for insufficient funds, account closed, etc. please make the adjustment to the account the check was deposited to originally. (ex. Offertory, Donations, etc.) |
| | The offertory, donations, etc. accounts should reflect the reduction to the income. |
| | The same philosophy applies to refunds and rebates properly reflecting the costs incurred. |
| | Refund or Rebate Examples- |
| | If you buy a copier and code the purchase to account 187 and then receive a \$50 rebate, the rebate is coded to account 187. If you receive an insurance refund on property insurance the deposit should go to account 579. If someone prepays their tuition and then moves, the refund is coded to the prepaid tuition account 216. |
| | Where do we post Restricted Donations for the Lexington Catholic and SPPS subsidies? |
| | Code all special collections to help defray these costs to account 418 and post any checks written to the two schools for this subsidy to account 508. The net amount will be the parish share, the actual parish cost incurred. Since the two schools will pay assessment on the monies received from the parishes as subsidy the 508 account will show on the parish assessment reports as a reduction to avoid double taxation of any dollars. |
| | What if we take up a special parish collection? Where do we put it? |
| | If the parish takes up a second collection for a purpose other than a diocesan or national collection covered by accounts 223-246 or an outreach collection for account 416 the nature of the collection will determine its posting. If it is to help with general operating it should be coded to Offertory. If you are asking for money for candles and other supplies leave it general in the description so the collection does not become restricted and have to be isolated and tracked to a certain item. |
| | If it is stated for a restricted purpose (sometimes there is an envelope that lets the donor decide the area of use and that makes the donation restricted) other than a Diocesan approved capital campaign the deposit should be coded to Restricted Donations-Operating and tracked through a subcash account. If it is a collection for a separately incorporated entity or individual project that is not a parish function the deposits are coded to 415. |
| | What about gifts of stock? |
| | Gifts of stock are treated the same as special parish collections by letting the direction from the donor be the guide. Some people give the gift for the general fund as their offertory so the gift goes to 401 offertory. If the gift is for a Diocesan approved capital campaign it is coded to 435, if it is restricted for another purpose it is coded to 417 or 418, whichever is applicable with a memo and tracking. Let the donor's intent be the guide. Step by step instructions for donors or their brokers can be found on the Diocesan website entitled "How to Handle Gifts of Stock". |
| | Where do we put the CrossRoads collection and check to the Diocese? |
| | The CrossRoads collection is coded to account 417 and the CrossRoads disbursement goes to account 545. |

