**DIOCESE OF CHARLESTON**  
MASTER CHART OF ACCOUNTS – SCHOOLS

The master chart of accounts and a description for each account is listed below. This is a “master” list. These accounts will be used for the Diocesan School Reports effective July 1, 2015. This master list was developed by a Diocesan committee that consisted of representatives from the Catholic Schools Office, Office of Financial Services, Pastors, Principals, and Bookkeepers.

The numbering system for the chart of accounts consists of six digits. The first two digits identify the sub areas on the Diocesan School’s Report, the last four digits represent the standard account numbers recommended by the *Accounting Principles and Reporting Practices for Churches and Church-Related Organizations* published by the United States Conference of Catholic Bishops (USCCB).

The chart of accounts is designed for you to add or develop your own sub accounts under any of the master accounts. Sub accounts should contain the first six digits as listed. The account can be broken down by the use of a decimal point, 222744.01, a dash, 222744-01, or two additional digits, 22274401, depending on the capability of your particular accounting system. This master chart of accounts and Diocesan School Reports will be updated as necessary. Any suggestions, comments or questions should be referred to the Office of Financial Services.

### ACCOUNT DESCRIPTIONS

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cash &amp; Checking Accounts</strong></td>
<td></td>
</tr>
<tr>
<td>101001</td>
<td><strong>Checking Account, Operating</strong> - This account will be the primary operating checking account. This account should be used for all deposits and payments. All deposits should originate through the operating account and all expenditures should be processed through the operating account.</td>
</tr>
<tr>
<td>101009</td>
<td><strong>Checking Account, Payroll</strong> - This account is only used if you need a separate account for your payroll. It is an imprest fund type of account, that is, you can only use it for payroll receipts and disbursements. The exact payroll amounts will be deposited from the operating account and then disbursed for the payroll. The payroll account balance should always equal the total of your payroll liability accounts. You should set this up with your bank so that they make all the transfers.</td>
</tr>
</tbody>
</table>
Checking Account, Cafeteria - This account is for cafeteria deposits and disbursements and should only be used by schools associated with the Federal School Nutrition Program. It can only be used for cafeteria receipts and disbursements. All cafeteria revenue and expenditures must go through the account.

Checking Account, Student Activities - The funds in this account belong to the activity/club that raises the funds. These funds should also be recorded as a liability in account number 222744 Student Activities Account. It is advisable to make all initial deposits through the operating account for better tracking of each activity and then transfer to Student Activities account. Likewise, payment for expenditures should run through operating account.

Petty Cash - Used when you initially establish, increase or decrease your petty cash fund. The petty cash fund should not exceed $200.00. Petty cash replenishment will be done by crediting the operating checking account and debiting the appropriate expense accounts.

Other Assets

Savings Account, Diocese - The total of all regular savings accounts invested with the Diocese. This will be a master account if you have more than one savings account with the Diocese.

Certificates of Deposit, Non-Diocese - The total of all Certificates of Deposit deposited with Non-Diocese sources. This will be a master account if you have more than one certificate of deposits with non-diocesan sources.

Savings Account, Non-Diocese - The total of all Non Diocesan savings accounts. This will be a master account if you have more than one savings account.

Endowment Account - Endowments are placed in this account. Restricted endowments are placed in 301113 Restricted Endowments. This will be a master account if you have more than one endowment and subaccounts should be used to keep specific endowments segregated. Unrestricted endowments will be credited to 474206 Gifts/Donations/Bequests-Unrestricted. The initial deposit of an endowment should be through the operating account. ENDOWMENTS MUST BE REVIEWED BY THE OFFICE OF FINANCE AND APPROVED BY THE BISHOP BEFORE ACCEPTANCE AND DEPOSIT.

Savings Account-Building Fund, Diocese - This account is used to maintain segregated funds, e.g. capital improvement fees that are designated for any type of building fund or capital improvement program/purchase. These funds are normally temporarily restricted until such time they are used. This will be a master account if you have different projects.
11121  Savings Account-Building Fund, Non-Diocese - This account is used to maintain segregated funds, e.g. capital improvement fees that are designated for any type of building fund or capital improvement program/purchase. These funds are normally temporarily restricted until such time they are used. This will be a master account if you have different projects.

113000  Tuition Receivable – This account will be used to record any unpaid tuition. You will record tuition by debiting tuition receivable for the amount of tuition due and crediting tuition income (specific account is determined by source, i.e. parishioner or non-parishioner). When payments are received for the unpaid accounts, you will debit cash and credit this account. This account balance should match your unpaid tuition report.

Land Buildings & Equipment

121522  Land - The value of the land owned by the school.

121523  Buildings - The value of all school buildings. Use this as a master account and create a subaccount for each major structure.

121524  Furnishings and Contents - The total value of all furnishings and contents of all school property. You may want to make this a master account and use sub accounts to provide better control.

121564  Vehicles - The total value of any vehicles that belong to the school. This may be a master account if you have more than one vehicle.

121600  Construction in Progress (CIP) – the costs associated with constructing an asset which is not yet complete or before it is placed in service. Once construction is complete, the amount of CIP should be credited and debit long term fixed asset for the full amount of the project cost. Use this as a master account and make a sub account for each project.

Liabilities

202201  Accounts Payable - The total value of all accounts payable. This will only be the normal day to day routine payments.

202202  FICA/Medicare Tax Payable - This is the amount that you have withheld from employees but not sent to the Internal Revenue Service.

202203  Federal Withholding Tax Payable - The total amount you have withheld from employees but have not sent to the Internal Revenue Service.
202204 **State Withholding Tax Payable** - The total amount you have withheld from employees but have not sent to the State Revenue Service.

202205 **Health Insurance Withheld** - The total amount you have withheld from employees but have not sent to the health care provider. This account is also used for the life and disability insurance withholdings.

202206 **Garnishments** – the total amount withheld from employees, as required by court order or judgment, but not yet sent to the garnishment agency; ex. child support, alimony, and student loans.

202207 **Retirement Withheld Payable** - The total amount you have withheld from employees but have not sent the retirement provider.

202212 **Vision Insurance Withheld** – The total amount you have withheld from employees but have not sent to the vision care provider.

202213 **Life Insurance Withheld** – The total amount you have withheld from employees but have not sent to the life insurance provider.

202500 **Advanced Registration Fees** – This account will be used to record registration fees for the next school year, or any other type of fees received in advance associated with the registration process; such as resource technology fees, book fees, diocesan fees, etc. Once the new fiscal year has begun, you will debit this account for the balance and credit account 414007 – Registration Fees – current year or associated 4140xx Fee account. See Appendix for Journal Entry.

212001 **Advanced Tuition - Parishioner** - Any funds received for the next school year are restricted and can only be used for that year. This account should be used in conjunction with account number 414001 Tuition - Current Year, Parishioner.

212002 **Advanced Tuition - Non-Parishioner** - Any funds received for the next school year are restricted and can only be used for that year. This account should be used in conjunction with account number 414002 Tuition - Current Year, Non-Parishioner.

212003 **Advanced Tuition - Non-Catholic** - Any funds received for the next school year are restricted and can only be used for that year. This account should be used in conjunction with account number 414003 Tuition - Current Year, Non-Catholic.

212004 **Advanced Tuition - Extended Day Care** - Any funds received for the next school year are restricted and can only be used for that year. This account should be used in conjunction with account number 414004 Tuition – Extend Day Care.
212010 Advanced Tuition – Scholarship/Donations from Outside Sources - Any funds received for the next school year are restricted and can only be used for that year. This account should be used in conjunction with account number 414010 Tuition – Scholarship/Donation from outside Sources.

221010 Capital Improvement Reserve – This account will be used to record receipt of Capital Improvement fees and should be used in concurrence with 111120 Savings Account, Building Fund. Capital improvement income should be recognized as capital improvements when posted to the appropriate fixed asset account. See Appendix for Journal Entry.

221500 Tuition Insurance Reserve – This account will be used to record payment of tuition insurance fees (only if you are self-insured). When a claim is made against the Tuition Insurance Reserve, you will debit the Tuition Insurance Reserve (account number 221500) and credit Tuition – Current Year (account number 414001, 2, or 3 depending upon whether the individual was a parishioner, non-parishioner or non-Catholic). You will only use this account if your tuition insurance program is self-insured (you do not use an insurance agency).

222744 Student Activities Account - This liability account is used in conjunction with account number 101019 Checking Account, Student Activities. The two accounts should always have the same balance.

225065 Allowance for Bad Debts – This account is another type of reserve to reflect the amount of unrecoverable tuition. Before year-end, this account should be reviewed in conjunction with a review of the outstanding tuition. If any amounts are considered doubtful as to whether the school will receive them in the next fiscal year, then a journal entry must be made. You will credit the Allowance for Bad Debts account and debit Tuition Unrecoverable (account number 434017). It may be that in some years, you will do the reverse of this entry because the total amount of all doubtful accounts is less than the total in the Allowance for Bad Debts account. The amount in the Allowance for Bad Debts account should be the net of all doubtful tuition accounts.

231305 Loans – All Sources - This is used for all loans. If you have more than one loan it is advisable to use sub accounts for better accountability.

260100 Unearned Income – Any funds or income other than advanced tuition payments/fees or restricted gifts/donations received in the current fiscal year but to be spent in the next fiscal year(s); i.e. monies associated with exchange transactions, multi-year grants, etc. Contact the Office of Financial Services if an entry to this account is necessary.


**Equity**

301113  **Restricted Endowments** - This account will be used to record the restricted endowments as equity. Endowments that are not restricted are placed in the 111113 Endowment Account. This will be a master account if you have more than one endowment account.

301115  **Restricted Gifts/Donations/Bequests** - This account will be used to record and track the restricted gifts/donations/bequests as equity. This will be a master account if you have one or more restricted gift/donations/bequests. See Appendix for Journal Entries.

303101  **Prior Years Fund Balance** - At fiscal year end the Prior Year fund Balance (PYFB) will be updated automatically for Fiscal Year End (FYE) net income/loss. This account should not have entries made to it throughout the fiscal year. If an adjusting entry is necessary at any time during the year contact Financial Services for approval. In summary, the PYFB from one year to the next should equal the FYE net income/loss.

303102  **Retained Surplus** - Net profit or loss for the reporting period.

**REVENUE**

**School Operating Revenue**

**Tuition & Fees**

414001  **Tuition-Current Year, Parishioner** - Record here any current year tuition received from students that receive the parishioner rate.

414002  **Tuition-Current Year, Non-Parishioner** - Record here any current year tuition received from students that receive the non-parishioner rate.

414003  **Tuition-Current Year, Non-Catholic** - Record here any current year tuition received from students that receive the non-Catholic rate.

414004  **Tuition-Extend Day Care** - Record any current year tuition for extended day care here.

414005  **Tuition-Prior Year** – record any prior year tuition received here that is not accounted for on your account/tuition receivable.
Registration Fees, Current Year - This account will be used to record current year registration fees and other fees associated with the registration process otherwise not listed, such as resource technology fees, capital improvement fees and Diocesan student fees as assessed by the Catholic Schools Office. See Appendix for Journal Entries related to posting capital improvement fees.

Student Accident Insurance Fee - This account will be used to record the receipts for the mandatory Diocesan student accident insurance.

Book Fee - Record any book fees for rental or sale of textbooks here.

Tuition – Scholarship/Donation from Outside Sources - This account will be used to deposit tuition scholarships/donations, from outside sources for students attending the school. Examples of scholarships may be from the Knights of Columbus or St. Thomas Aquinas and donations may be from an individual donor, company, or organization.

Tuition Insurance Fees - This account will be used to record tuition insurance fees if your school has a tuition insurance program and only if self-insured.

Other Fees - Record any incidental fees charged to students, (that is; graduation fees, fines, parking permits, etc.).

Income Reduction Accounts

Tuition Scholarships/Donations from Outside Sources – This account will be used to record tuition scholarships awarded or donations that reduce the total tuition for a particular student/s.

Diocesan Tuition Assistance Reduction Grants – This account will be used to record tuition grants received that reduces the gross amount of Tuition due for a student. Examples are the Bishop’s Grant, St. Elizabeth Ann Seton (SEAS) Grant, and the Jenkins Trust Grant.

Tuition Assistance from Parish – This account will be used to apply the funds posted to account 454100 (Parish Tuition Assistance). This account -- 434012 -- is a contra-revenue for the purpose of ensuring tuition revenue (414001) is not overstated by the tuition assistance received from a Home or Feeder Parish for the direct benefit of any specific child, family or group. See Appendix for Journal Entries.

Tuition Reduction - Record any individual decrease in tuition granted by the Pastor, Pastoral Administrator, or Principal. These amounts will be a debit to the revenue reduction account and a credit to Tuition Receivable.
Tuition Discounts - This account will be used to record the value of tuition discounts, (that is, multiple students, staff dependents, etc.). These amounts will be a debit to the revenue reduction (discounts) account and a credit to Tuition Receivable.

Tuition Refunds - Record any tuition refunds here. These amounts will be a debit to the revenue reduction (refunds) account and a credit to Tuition Receivable.

Tuition-Unrecoverable - Record any tuition amount here that is determined to be unrecoverable and written off. These amounts will be a debit to the revenue reduction (unrecoverable) account and a credit to Tuition Receivable.

Subsidies

Parish Subsidies - Record any parish subsidies that are received by the school and that are not in the name of any of the students. It is advisable that you use sub accounts if you have more than one parish subsidizing your school. Record all other expenses paid by the parish that should have been paid by the school in this account also. If a parish wishes to help a school with certain items, the parish should write a check to the school so that it can be properly accounted for as a subsidy to the school and the school should make the corresponding payment. If payment is made directly by the parish, a journal entry will be required because the cash does not flow through the school’s checking account.

Parish Tuition Assistance – This account will be used to record all tuition assistance revenue from the Home parish or Feeder parish for the direct benefit of any specific child, family, or group. See Appendix for Journal Entries.

Bishops Annual Appeal (BAA) - Record BAA funding received here.

Black and Indian Home Missions - Record any Black and Indian Home Missions funding received here.

Fund Raising Development

Gifts/Donations/Bequests - Unrestricted - This account will be used to record any gifts/donations/bequests that are not restricted in use. The Finance Office should be notified of any unrestricted gift if over $10,000. Fifty-percent of gift is required to be deposited into Diocesan Deposit and Loan. See Appendix for Journal Entries.
474211 **Gifts/Donations/Bequests - Restricted** - Use this account to record any gifts/donations/bequests that are restricted in use. The Finance Office should be notified and “approval by the Bishop to accept” the restricted gift is required before accepted. Use this as a master account and use subaccounts for each restricted deposit to provide better control. See Appendix for Journal Entries.

474230 **Parents Organizations** - Record any funds received from parent’s organizations here. These funds should also be identified on the “Affiliated School Organization Report.”

474231 **Student Fund Raising (Net)** - Use this account to record the net profits from student fund raising. It is recommended that you use this as a master account and a separate sub account for each fund raising event.

474232 **Special Fund Raising Events (Net)** - Use this account to record the net profits from special fund raising events. It is recommended that you use this as a master account and a separate sub account for each fund raising event.

474270 **School Development** - Record any revenue received for school development here. School Development income may be donations from alumni drive or annual appeal pledges. Revenue received for school development may be restricted or designated and used for that purpose only.

474414 **Income from Endowments** - This account is used to record the income received from endowment accounts. These funds may or may not be restricted based on your endowment.

474505 **Realized Gain (Loss) on Sale of Investments** – This account will be used to record the realized gain (loss) on the sales of investments.

474605 **Unrealized Gain (Loss) on Investments** – This account will be used to record the unrealized gain (loss) on investments. This account will increase or decrease throughout the year based on market performance. Each quarter, the prior quarter’s entry to this account must be reversed and the new quarter’s amount entered.

All Other Operating Revenue

Other Revenue

494214 **Grants** - This account is used to record Diocesan Grants such as the Bishop’s Grant, St. Elizabeth Ann Seton (SEAS) Grant, and Jenkins Trust Grant. Any other grants received, other than BAA or Black and Indian Home Missions, should be recorded here.
**Insurance Settlements** - This account will be used to record any proceeds from insurance claims or settlements, including tuition insurance (only if through an agency).

**Rental of Facilities** - This account is used to record any fees received for the rental of school facilities.

**Miscellaneous Income** - This account will be used to record any income that is not otherwise defined.

**Interest Income** - Record any interest income to unrestricted savings and checking accounts here. Interest income to restricted accounts should be recorded against the respective restricted account.

*Student Activities-Non-Athletic*

**Student Activity Income** - Record all student activity income here, including participation fees. This account will be used for all student activity programs, you are encouraged to use sub accounts to track each activity separately.

*Student Activities – Athletic*

**Athletic Donations** - This account will be used to record any donations to the athletic program. Donations to the athletic program may be restricted in use.

**Gate Receipts** - This account is used to record all gate receipts for athletic events.

**Athletic Insurance Fees** - Record all athletic insurance fees received in this account. These fees are associated with outside association fee requirements.

**Athletic Concessions Income (Net)** - This account is used to record the income from concessions at athletic events.

*Student Services*

**Bookstore (Net)** - This account is used to record the receipts and disbursements for items for sale in the school bookstore, such as notebooks, uniforms, paper, pencils etc. This account is not for textbooks, they are recorded in account number 414009 Book Fee.
Food Service (Net) - Record here all receipts and disbursements from school operated or contracted non-federal lunch programs. 
Note: This account is not used if your school has a Federal free or reduced lunch program. Schools with a Federal free or reduced lunch program should utilize revenue accounts 555010-555090 and expense accounts 781004-781703 and a separate checking account for the lunch program.

Vending Machines (Net) - Record all receipts and disbursements for vending machines in this account.

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Federal School Nutrition Program

Sales - Meals, Cafeteria - Revenue received from students for the purchase of meals through the cafeteria program, including breakfast, lunch, and after school care program. This account is used only if your school participates in the Federal free or reduced lunch program.

Federal School Nutrition Program Reimbursement-Cafeteria – revenue received from the U.S. Department of Treasury for reimbursement of free, reduced, and full meals through the School Nutrition Program. This account is used only if your school participates in the Federal free or reduced lunch program.

Donations/Grants-Cafeteria – any outside donation or grant received, relative to the operations of the cafeteria, other than funds received from direct sales or federal program reimbursements. This account is used only if your school participates in the Federal free or reduced lunch program.

Interest-Cafeteria - This account will be used to record all cafeteria checking account interest. This account is used only if your school participates in the Federal free or reduced lunch program.
EXPENDITURES

School Operating Expenditures

Administration

Salaries

616004 Administrative Salaries - This account is used to record the salaries of all administrative personnel including the principal, assistant principal, and counselors. If the individual is also an instructor or teacher the salary and corresponding benefits should be prorated.

616006 Clerical Salaries - This account is used to record the salaries of all clerical personnel, including part-time clerical and part-time seasonal employees, who are W-2 employees paid through IOI payroll.

616101 Social Security Taxes, Employer Share - Administration - This account is used to record the social security taxes, employer share for all personnel in the administration department.

616102 Life and Disability Insurance - Administration - This account is used to record the school provided life and disability insurance costs for all personnel in the administration department.

616106 Retirement - Administration - This account is used to record the retirement costs for all personnel, both lay and religious in the administration department.

616111 Health Insurance - Administration - This account is used to record the health care benefit costs for all personnel in the administration department.

616837 Residential Expenditures - All costs associated with a residence for the Religious who staff the school are recorded here. This account is used for schools that have Convent related expenditures. It is advisable to use this as a master account and develop sub accounts to provide better accountability of the associated expenses.

Other Administration Expenditures

636205 Professional Services - This account is used to record the costs for any professional services, such as accounting or legal services; individuals that are paid through Accounts Payable will be issued a 1099 for services.

636209 Computer Consulting - This account is used to record the costs for any computer consulting.
636212 Advertising and Publicity - Record any advertising and publicity costs including recruitment and development programs here. If your recruitment and development program is large you may consider making a sub account to track the items.

636221 Administrative Staff Development Expenditures - Record costs for administrative staff development here such as “In Service Day” workshops, training/webinars, and associated materials.

636302 Supplies - This account is used to record all costs for supplies for the administrative department.

636304 Printing and Stationery - This account is used to record the costs for all administrative printing and stationery.

636305 Postage - This account will be used to record all administrative postage in this account.

636350 Miscellaneous Administrative Expenditures - Record any miscellaneous administrative costs not specifically specified here.

636404 Dues, Memberships and Subscriptions - This account is used for and dues, memberships or subscriptions for the administrative staff or faculty.

636405 Conferences and Travel - Record all costs associated with conferences or travel in this account.

636560 Diocesan Student Fees - Diocesan student assessment that is calculated, assessed, and billed annually by the Catholic Schools Office are recorded in this account.

636575 Student Accident Insurance - This account will be used to record the costs for the mandatory Diocesan student accident insurance that is calculated and billed annually by the Catholic Schools Office.

636605 Telephone - Record all telephone, cellular phones, beepers and fax charges here.

636701 Administrative Equipment and Furnishings - This account is used to record the cost of all administrative equipment and furnishings. Any single purchase of over $5,000 is considered a capital improvement and will be recorded in the appropriate capital improvement account.
636703 Administrative Equipment Repairs & Maintenance - This account is used for all repairs and maintenance fees, including maintenance contracts for administrative equipment.

**Instructional**

**Salaries**

656004 **Instructional Salaries-Contracted** - This account is used to record the salaries of all contracted teachers. If a teacher is also a coach, works in the extended day care center, or receives an extracurricular salary, then the salary and corresponding benefits should be prorated.

656008 **Substitute Salaries** - This account is used to record all salaries for substitute teachers and aides. If the substitute is also a coach, works in the extended day care center, or receives an extracurricular salary, then the salary and corresponding benefits should be prorated.

656009 **Non Contracted Instructional Salaries** - This account is used to record the salaries of all non contracted teachers and aides. If the teacher or aide is also a coach, works in the extended day care center, or receives an extracurricular salary, then the salary and corresponding benefits should be prorated.

656101 **Social Security Taxes, Employer Share - Instructional** - This account is used to record the social security taxes, employer share for all personnel on the instructional staff.

656102 **Life and Disability Insurance - Instructional** - This account is used to record the school provided life and disability insurance costs for all personnel on the instructional staff.

656106 **Retirement-Instructional** - This account is used to record the retirement costs for all personnel, lay and religious on the instructional staff.

656111 **Health Insurance - Instructional** - This account is used to record the health care benefit costs for all personnel on the instructional staff.

**Other Instructional Expenditures**

676221 **Instructional Staff Development Expenditures** - This account will be used to record any instructional staff development expenditures.

676306 **Copier** - This account is used to record the cost of all copier items to include paper, toner etc.

676312 **Testing** - This account is used to record the cost of all testing required that is not
part of the regular course testing. This also includes materials and processing costs for the testing.

676320 Departmental Expenditures - All departmental expenditures are recorded in this account. It is recommended that you use this as a master account and use sub accounts for each department.

676330 Instructional Supplies - This account will be used to record the costs of consumable instructional supplies, such as, chalk, markers, etc.

676331 Instructional Materials - This account will be used to record the costs of non consumable instructional materials, such as, maps, globes, chalk boards, etc.

676332 Textbooks - This account is used to record the costs of textbooks for the instructional staff and student textbooks.

676333 Textbooks, Consumable - This account is used to record the costs of consumable textbooks used by the instructional staff and students.

676350 Miscellaneous Instructional Expenditures - This account will be used to record any miscellaneous instructional expenditure that is not specifically stated.

676405 Faculty Travel, Conferences, Conventions - This account will be used to record all costs associated with faculty travel, conferences or conventions.

676701 General Instructional Equipment & Furnishings - This account will be used to record the costs of all instructional equipment and furnishings. Any single purchase of over $5,000 is considered a capital improvement and will be recorded in the appropriate capital improvement account.

*Library/Technology/Media*

696303 Books and Periodicals - This account is used for the costs for all books and periodicals purchased for the library/media center.

696308 Technology Services/Supplies - This account is used for the costs associated with all technology services, supplies, and materials, including hardware and software, used by the students. This also includes any on-line service charges.

696350 Miscellaneous Library/Media Expenditures - This account will be used to record any miscellaneous library or media costs that are not specifically stated.

696701 Minor Technology Equipment - All technology equipment purchased for the school is recorded here; such as, iPads, laptops, televisions, camcorders, projectors, etc. Any single purchase of over $5,000 is considered a capital improvement and will be recorded in the capital improvement account.
**Operation and Maintenance of Plant**

**Salaries**

716004 **Maintenance/Janitorial Salaries** - This account will be used to record all maintenance/janitorial salaries.

716101 **Social Security Taxes, Employer Share - Maintenance** - This account is used to record the social security taxes, employer share for maintenance personnel.

716102 **Life and Disability Insurance - Maintenance** - This account is used to record the school provided life and disability insurance costs for maintenance personnel.

716106 **Retirement-Maintenance** - This account is used to record the retirement costs for maintenance personnel.

716111 **Health Insurance - Maintenance** - This account is used to record the health care benefit costs for maintenance personnel.

**General Expenditures**

736350 **Miscellaneous Facility Operation Expense** - This account will be used to record any expenditures not specifically stated.

736701 **Facility Equipment** - Use this account to record any facility equipment purchased. Any single item over $5,000 must be recorded in the appropriate account as a capital outlay.

736802 **Utilities** - This account will be used to record all utilities charges, such as electricity, water, sewer, etc.

736803 **General Repairs and Maintenance** - This account will be used to record the costs of all general repairs and maintenance to the school in this account. Any single repair/replacement cost of over $5,000 must be recorded in the appropriate account as a capital outlay.

736804 **Contracted Services/Janitorial Services** - This account will be used to record any contracted janitorial/landscape service costs that is pest control, trash pickup, etc.

736811 **Facility and Maintenance Supplies** - This account will be used to record all facility, maintenance and janitorial supplies in this account.
Property Insurance - This account will be used to record all property insurance cost for the school in this account.

Workers’ Compensation - This account will be used to record the costs of the workers’ compensation for all personnel in this account. Workers’ compensation costs do not have to be broken down by department.

Vehicles - This account will be used to record all cost associated with vehicles except automobile insurance in this account.

Automobile Insurance - This account will be used to record all automobile insurance costs in this account.

Student Activities-Non-Athletic

Extracurricular Salaries - This account is used to record the salaries for all personnel in extracurricular activities, courses that are offered after school, such as dance, music etc., except coaching. If the individual is also a teacher or works in the extended day care center then the salary and corresponding benefits should be prorated.

Social Security Taxes, Employer Share - Extracurricular - This account is used to record the social security taxes, employer share for extracurricular salaries.

Life and Disability Insurance - Extracurricular - This account is used to record the school provided life and disability insurance costs for extracurricular salaries.

Retirement-Extracurricular - This account is used to record the retirement costs for extracurricular salaries.

Health Insurance - Extracurricular - This account is used to record the health care benefit costs for extracurricular salaries.

Student Activities Expenditures - Record any other student activity expenditures here. This account will be used for all student activity programs, you are encouraged to use sub accounts to track each activity separately.

Student Activities - Athletic

Salaries - Coaches - This account will be used to record all coaches’ salaries. If a coach is also a teacher, works in the extended day care center, or receives an extracurricular salary, then the salary and corresponding benefits should be prorated.
776101 **Social Security Taxes, Employer Share - Coaches** - This account is used to record the social security taxes, employer share for coaches.

776102 **Life and Disability Insurance - Coaches** - This account is used to record the school provided life and disability insurance costs for coaches.

776106 **Retirement-Coaches** - This account is used to record the retirement costs for coaches.

776111 **Health Insurance - Coaches** - This account is used to record the health care benefit costs for coaches.

776205 **Contracted Services-Athletic** – This account is used to record the costs for any student athletic activity such as officiating for sporting events. Individuals that are paid through Accounts Payable will be issued a 1099 for services.

776350 **Athletic Expenditures** - This account is used to record the expenditures for the athletic department. This should be a master account; you should develop the sub accounts required to meet your individual athletic program needs.

**Student Services**

796530 **Pupil Transportation (Net)** - This account is used to record expenditures associated with pupil transportation.

**Federal School Nutrition Program**

781004 **Salaries-Cafeteria** - This account will be used to record cafeteria personnel salaries. If the individual is also a teacher, a coach, or receives an extracurricular salary, then the salary and corresponding benefits should be prorated. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781101 **Social Security Taxes, Employer Share-Cafeteria** - This account is used to record the social security taxes, employer share for cafeteria personnel. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781102 **Life and Disability Insurance-Cafeteria** - This account is used to record the school provided life and disability insurance costs for cafeteria salaries. **This account is used only if your school participates in the Federal free or reduced lunch program.**
781106  Retirement-Cafeteria - This account is used to record the retirement costs for cafeteria salaries. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781111  Health Insurance-Cafeteria - This account is used to record the health care benefit costs for cafeteria personnel. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781320  Supplies-Cafeteria - This account will be used to record all expenditures for cafeteria supplies. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781350  Other Expenditures-Cafeteria - This account will be used to record any expenditures for cafeteria operations not specifically stated above. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781442  Food and Beverage-Cafeteria - This account will be used to record expenditures related to food and beverage costs for cafeteria meal programs. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781701  Equipment-Cafeteria - Use this account to record any cafeteria equipment purchased. Any single item over $5,000 must be recorded in the appropriate account as a capital outlay. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781702  Utilities-Cafeteria - This account will be used to record all utilities charges, such as electricity, water, sewer, etc. for operation of cafeteria. **This account is used only if your school participates in the Federal free or reduced lunch program.**

781703  Repairs and Maintenance-Cafeteria - This account will be used to record the costs of all general repairs and maintenance to the school cafeteria. Any single repair/replacement cost of over $5,000 must be recorded in the appropriate account as a capital outlay. **This account is used only if your school participates in the Federal free or reduced lunch program.**

_Estended Day Care Services_

816004  Salaries - Extended Day Care - This account will be used to record all extended day care personnel salaries. If the individual is also a teacher, a coach, or receives an extracurricular salary, then the salary and corresponding benefits should be prorated.
816101 Social Security Taxes, Employer Share - Extended Day Care- This account is used to record the social security taxes, employer share for extended day care personnel.

816102 Life and Disability Insurance - Extended Day Care- This account is used to record the school provided life and disability insurance costs for extended day care personnel.

816106 Retirement-Extended Day Care- This account is used to record the retirement costs for extended day care personnel.

816111 Health Insurance - Extended Day Care- This account is used to record the health care benefit costs for extended day care personnel.

816320 Supplies, Extended Day Care - This account will be used to record all expenditures for extended day care supplies.

816350 Other Expenditures, Extended Day Care - This account will be used to record any expenditures for extended day care not specifically stated.

816422 Food & Beverages, Extended Day Care - This account will be used to record all expenditures for food and beverages associated with extended day care.

Non-Operating School Expenditures

Debt Service

839001 Interest Payments All Sources - Diocesan Sources - This account will be used to record all interest payments to the Diocese.

Capital Outlays

859310 Capital Expense Paid to Parish – This account will be used to record payments to the parish for capital improvements. This account will only be used if the parish maintains the school building and land on its balance sheet.
202500 Advanced Registration Fees
Registration revenue received prior to the next fiscal year will be posted to liability account 202500 Advanced Registration Fees. Once the new Fiscal Year has begun (7/1/xx) a journal entry to clear liability and recognize revenue is needed.

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>101001</td>
<td>202500</td>
</tr>
<tr>
<td>Checking Account, Operating</td>
<td>Advanced Registration Fees</td>
</tr>
</tbody>
</table>

(*Deposit of registration fees received in advance*)

7/1/xx  
<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>202500</td>
<td>414007</td>
</tr>
<tr>
<td>Advanced Registration Fees</td>
<td>Registration Fees, Current Year</td>
</tr>
</tbody>
</table>

(*Entry to recognize revenue in appropriate fiscal year*)

221010 Capital Improvement Reserve
Capital Improvement Fees may be designated for a future period and will be maintained as deferred revenue in account 221010, until payment for fixed asset or expense.

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>101001</td>
<td>221010</td>
</tr>
<tr>
<td>Checking Account, Operating</td>
<td>Capital Improvement Reserve</td>
</tr>
</tbody>
</table>

(*The entry on receipt of the capital improvement fee*)

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxxx</td>
<td>101001</td>
</tr>
<tr>
<td>Expense or Fixed Asset</td>
<td>Checking Account, Operating</td>
</tr>
</tbody>
</table>

(*Fixed asset is attained or expense incurred*)

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>221010</td>
<td>414007</td>
</tr>
<tr>
<td>Capital Improvement Reserve</td>
<td>Registration Fees, Current Year</td>
</tr>
</tbody>
</table>

(*Entry to recognize revenue and clear capital improvement reserve*)
**221500 Tuition Insurance Reserve and 414011 Tuition Insurance Fees**

Only use the Tuition Insurance Reserve account if your tuition insurance program is self-insured, meaning you do not use an outside Insurance Agency. (Journal entry example is based on tuition receivable booked as gross amount).

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101001</td>
<td>221500</td>
<td>Checking Account, Operating Tuition Insurance Reserve</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Entry on receipt of tuition insurance fees)</em></td>
</tr>
<tr>
<td>113000</td>
<td>414001</td>
<td>Tuition Receivable Tuition CY, Parishioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Student-Parishioner registers, set up receivable-gross amount due)</em></td>
</tr>
<tr>
<td>221500</td>
<td>414011</td>
<td>Tuition Insurance Reserve Tuition Insurance Fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Student-Parishioner leaves during school year, utilize tuition insurance reserve to account for tuition loss)</em></td>
</tr>
<tr>
<td>414001</td>
<td>113000</td>
<td>Tuition CY, Parishioner 113000 Tuition Receivable</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Entry to close tuition receivable and adjust revenue account 414001 Tuition CY, Parishioner)</em></td>
</tr>
</tbody>
</table>

**454100 Parish Tuition Assistance (Revenue) and 434012 Tuition Assistance from Parish (Reduction)**

This journal entry is used when receiving Parish Tuition Assistance *(Revenue)*. Along with the posting of revenue from parish, 454100, a second journal will be necessary to show the tuition reduction and lower the amount due in tuition receivable. (Journal entry example is based on tuition receivable booked as gross amount).

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>113000</td>
<td>414001</td>
<td>Tuition Receivable Tuition CY, Parishioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Student-Parishioner registers, set up receivable-gross amount due)</em></td>
</tr>
<tr>
<td>101001</td>
<td>454100</td>
<td>Checking Account, Operating Parish Tuition Assistance <em>(Revenue)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Post tuition assistance from parish for particular student/s)</em></td>
</tr>
<tr>
<td>434012</td>
<td>113000</td>
<td>Tuition Assistance from Parish <em>(Reduction)</em> Tuition Receivable</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Entry to show tuition reduction and lower tuition receivable for particular student/s)</em></td>
</tr>
</tbody>
</table>
**454018 Parish Subsidies**

This journal entry is used when receiving Parish subsidy, for the benefit of all students

Debit 101001 Checking Account, Operating
Credit 454018 Parish Subsidies

**301115 Restricted Gifts/Donations/Bequests and 474211 Gifts/Donations/Bequests-Restricted**

Restricted Gifts/Donations will be recognized as revenue upon receipt, account 474211, and isolated in the Equity section of the Balance Sheet, account 301115.
(The Bishop must approve all restricted gifts prior to acceptance and deposit).

Debit 101001 Checking Account, Operating
Credit 474211 Gifts/Donations/Bequests-Restricted

*(Initial deposit of restricted gift)*

Debit 303102 Retained Surplus
Credit 301115 Restricted Gifts/Donations/Bequests

*(Entry to recognize restriction in Equity section of Balance Sheet)*

Upon use of restricted funds, an entry to either expense or fixed asset will be debited. A second entry will be necessary to clear the restricted equity.

Debit xxxxxx Expense or Fixed Asset
Credit 101001 Checking Account, Operating

*(Use of restricted revenue. This entry will occur as function of processing check)*

Debit 301115 Restricted Gifts/Donations/Bequests
Credit 303102 Retained Surplus

*(Entry to clear restricted equity on Balance Sheet)*
474206 Gifts/Donations/Bequests-Unrestricted
Unrestricted Revenue will be recognized as revenue upon receipt.

Debit: 101001 Checking Account, Operating
Credit: 474206 Gifts/Donations/Bequests-Unrestricted
(Deposit of unrestricted gift)

494401 Insurance Settlements
Recognition of revenue when depositing proceeds from an insurance settlement (from an outside insurance agency) related to Tuition Fee loss.

Debit: 113000 Tuition Receivable
Credit: 414001 Tuition CY, Parishioner
(Student-Parishioner registers, set up receivable-gross amount due)

Debit: 101001 Checking-Operating
Credit: 494401 Insurance Settlements
(Student-Parishioner leaves during school year, make claim to Insurance agency and receive revenue for claim related to tuition loss)

Debit: 414001 Tuition CY, Parishioner
Credit: 113000 113000 Tuition Receivable
(Entry to close tuition receivable and adjust revenue account 414001 Tuition CY, Parishioner)