

## School Operating Revenue Chart of Accounts (abbreviated)

Accnt. #	Account Description
	SCHOOL OPERATING REVENUE
412010	Cost to Educate Record the revenue required to equal the total budgeted cost to educate. In the current fiscal year, this account is not impacted by adjustments to the budget nor by accounts receivable.
412405	Published Parishioner Tuition Differential Record the difference between the cost to educate and the published tuition rate for parishioners.
412410	Published Catholic Non-parishioner Tuition Differential Record the difference between the cost to educate and the published tuition rate for non-parishioner Catholics.
412415	Published Non-Catholic Tuition Differential Record the difference between the cost to educate and the published tuition rate for Non-Catholics.
412420	Published Other Status Tuition Differential Record the difference between the cost to educate and any undefined published tuition rate.
412505	Published Tuition Discount - Other Record the value of published discounts given by your school, i.e. multiple children; early payments; staff dependents, etc.

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*Total Cost to Educate +/- Differential*

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414004	Extended Day Care Record receipt of payments for extended day care.
414005	Tuition - Prior Year Record receipt of any tuition payment that has been written off (out of Tuition Receivable).
414007	Registration Fees Record current fiscal year registration fees, facility maintenance fees, and Diocesan student fees as assessed by the Catholic Schools Office. Capital Improvement fees are recorded here when they are expended for current year purchases of Fixed Assets or Capital Improvements.
414008	Student Accident Insurance Fees Record receipts for the mandatory student accident insurance fee paid to the Diocese.
414009	Book Fees Record receipt of book fees for rental or sale of textbooks.

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- 414010 Tuition Scholarships/Tuition Donations From Outside Sources  
Record tuition scholarships/tuition donations from outside sources for students attending the school. Examples: SC Exceptional Funding, Knights of Columbus; donations may be from an individual, company, or organization. This account is offset by the distribution of funds in the reduction account 434010.
- 414011 Tuition Insurance Fees  
Record receipt of fees for a school's self-insured tuition insurance program.
- 414013 Other Fees  
Record receipt of any incidental fees charged to students, i.e. graduation fees; parking permits; fines.

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*Total Other Tuition Revenue*

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### INCOME REDUCTION ACCOUNTS

- 434010 Tuition Scholarships/Donations from Outside Sources  
Record the distribution (applied to a student's tuition receivable account) of funds received from outside scholarship or tuition donations. This account should offset the revenue recorded in account 414010.
- 434011 Diocesan Tuition Assistance Reduction Grants  
Record the distribution (applied to a student's tuition receivable account) of funds received from Diocesan grants. These may include St. Elizabeth Ann Seton Grant, Jenkin's Trust Grant or the Bishop's Grant (high schools only). The deposit of said grants should be in account 494214.
- 434012 Tuition Assistance from Parish  
Record the distribution (applied to a student's tuition receivable account) of parish funding for tuition. This account should offset the revenue recorded in account 454100.
- 434014 Tuition Reduction  
Record any decrease in tuition granted by the Pastor, Pastoral Administrator, or Principal.
- 434016 Tuition Refunds  
Records any tuition refunds issued.
- 434017 Tuition Unrecoverable  
Record any tuition amount that is determined to be unrecoverable and written out of a student's tuition receivable account.

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*Total Reductions*

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### SUBSIDIES

- 454018 Parish Subsidy  
Record parish subsidies that are not granted in the name of an individual student. Sub-accounts should be created if more than one parish is subsidizing the school. Best practice is that all subsidies from a parish be in the form of a check enabling a school to properly account for it. If a parish is paying directly for a certain expense of the school, the school should record a journal entry to recognize the amount paid as revenue and the expenditure as an obligation of the school.
- 454100 Parish Tuition Assistance  
Record all tuition assistance (for the direct benefit of any specific child, family or group) from a Home or Feeder parish. Sub-accounts should be created if more than one parish is subsidizing the school.
- 454201 Bishop's Annual Appeal (BAA)  
Record BAA funding.
- 454203 Black & Indian Home Missions  
Record Black and Indian Home Missions funding.

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### *Total Subsidies*

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### FUND RAISING/DEVELOPMENT

- 474206 Gifts/Donations/Bequests - Unrestricted  
Record gifts/donations/bequests that are not restricted in use. The Diocesan Finance Office should be notified of any unrestricted gift over \$10,000. 50% of gift is required to be deposited into the Diocesan Savings & Loan program.
- 474211 Gifts/Donations/Bequests - Restricted  
Record gifts/donations/bequests that are restricted in use. The Diocesan Finance Office should be notified and "approval by the Bishop to accept" the restricted gift is required before acceptance. Sub-accounts should be created for each restricted deposit to provide clear identification and control.
- 474230 Parents' Organizations Gifts to School  
Record funds from parents' organizations. These funds should be identified on the "Affiliated School Organization Report."
- 474231 Student Fundraising (Net)  
Record the net profits from student fundraising. Sub-accounts should be created for each fundraising program.

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474232	Special Fund Raising Events (Net) Record the net profits from fundraising events. Sub-accounts should be created for each fundraising event.
474270	School Development Record revenue for school development. Sources may include alumni drives or annual appeal donations. Gifts that are restricted or designated must be used for the stated purpose only.
474414	Income from Endowment Record funds received from endowments. Based on the endowment document funds may be restricted in use.
474505	Realized Gain or Loss Record realized gains on sales of investments.
474605	Unrealized Gain or Loss Record unrealized gains on sales of investments.

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*Total Fundraising /Development*

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### OTHER REVENUE

494214	Grants Record receipt of Diocesan grants and outside grants with the exception of BAA and Black and Indian Home Missions, which have unique accounts.
494401	Insurance Settlements Record proceeds from insurance claims and settlements, including tuition insurance from an outside agency.
494601	Rental of Facilities Record fees for facilities rental.
494650	Miscellaneous Income Record any income otherwise not defined.
494671	Interest Income Record interest to unrestricted savings and checking accounts. Interest income to restricted accounts should be recorded to the respective restricted account.

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*Total Other Revenue*

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