

Diocese of Sioux City
STANDARD CHART OF ACCOUNTS FOR PARISHES & SCHOOLS

This chart of accounts is a listing of all standard account names and numbers that diocesan entities use in their general ledger. They are listed in the order that they appear in the financial statements. Parishes and schools should follow this chart however we understand that there may be some deviations in the subaccounts used based on the individual circumstances of each entity.

Below are the accounts for the Balance Sheet (Statement of Financial Position):

*Note: Secondary church and church building funds are not maintained separate from the merged/assuming parish.

Account Type	Account Number	Account Name – Account Definition	Subaccount of:
		ASSETS	
Bank	11000	CASH	Header
Bank	11020	Petty Cash	11000
Bank	11100	Checking – General (Note: This is the main account, below are the subaccounts)	11000
Bank	11110	- Checking – Parish	11100
Bank	11120	- Checking – Building Fund	11100
Bank	11130	- Checking - Religious Education	11100
Bank	11140	- Checking - Choir	11100
Bank	11160	- Checking – Parish Sponsored Org (aka Auxiliary Group, e.g., Society...)	11100
Bank	11170	- Checking – SBA/PPP Loan	11100
Bank	11180	- Checking – Cemetery	11100
Bank	11190	- Checking – Endowment	11100
Bank	11200	General Checking – School	11000
Bank	11210	- Checking – School	11200
Bank	11300	Checking - Mass Stipends	11000
Bank	11400	Checking – Parish Sponsored Organization	11000
Bank	11500	Checking – Cemetery	11000
Bank	11900	Checking – Endowment (permanently restricted)	11000
Bank	12000	INVESTMENTS	Header
Bank	12100	Savings – General (Note: This is the main account, below are the subaccounts)	12000
Bank	12110	- Savings – Parish	12100
Bank	12120	- Savings – Building Fund	
Bank	12130	- Savings – Cemetery	
Bank	12150	- Savings – School	12100
Bank	12200	Certificates of Deposit	12000
Bank	12210	- Parish CD #xx-interest rate-maturity date	12200
Bank	12220	- School CD #xx-interest rate-maturity date	12200
Bank	12230	- Cemetery CD #xx-interest rate-maturity	12200
Bank	12300	Guaranteed Interest Accounts 2%	12000
Bank	12400	St. James Investment Accounts - <i>prior GIF</i>	12000
Bank	12500	St. James Investment Accounts – <i>prior CSF</i>	12000

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Bank	12600 to 12800	Other Investments (name accordingly and use subaccounts as needed)	12000
Bank	12900	Endowment Funds	12000
Bank	12910	- Endowment Fund Principal	12900
Bank	12920	- Endowment Fund Accumulated Earnings	12900
Accounts Receivable	13000	GENERAL RECEIVABLES	Header
A/R	13100	Accounts Receivable	13000
A/R	13200	Pledges Receivable	13000
A/R	13300	Tuition Receivable	13000
A/R	13400	School Assessment Receivable	13000
Other Current Asset (OCA)	14000	NOTES RECEIVABLE	Header
OCA	15000	OTHER CURRENT ASSETS	Header
OCA	15150	MLTF	15000
OCA	15200	Bishop's Education Fund	15000
OCA	15400	Gift Annuity Inv Held @ Diocese	15000
OCA	16000	INVENTORY/SUPPLIES	Header
OCA	16100	Scrip Inventory	16000
OCA	17000	PREPAID EXPENSES	Header
Fixed Asset	18000	FIXED ASSETS	Header
Fixed Asset	18100	Land (Farmland-include name & # of acres)	18000
Fixed Asset	18200	Building-Church	18000
Fixed Asset	18210	Building-Church-City of Secondary Church	18000
Fixed Asset	18220	Building-Church-City of Church Building	18000
Fixed Asset	18240	Building-Adoration Chapel	18000
Fixed Asset	18250	Building-Residence (aka rectory)	18000
Fixed Asset	18251	Building-Residence-City of Secondary Church	18000
Fixed Asset	18252	Building-Residence-City of Church Building	18000
Fixed Asset	18260	Building-Parish Center	18000
Fixed Asset	18270	Building-Convent	18000
Fixed Asset	18290	Building-School	18000
Fixed Asset	18300	Equipment-Church	18000
Fixed Asset	18310	Equipment-Church-City of Secondary Church	18000
Fixed Asset	18320	Equipment-Church-City of Church Building	18000
Fixed Asset	18350	Equipment-Residence	18000
Fixed Asset	18390	Equipment-School	18000
Fixed Asset	18400	Furniture & Fixtures-Church	18000
Fixed Asset	18450	Furniture & Fixtures-Residence	18000
Fixed Asset	18490	Furniture & Fixtures-School	18000
Fixed Asset	18500	Automobiles-Church	18000
Fixed Asset	18590	Automobiles-School	18000
Fixed Asset	18600	Land Improvements	18000
Fixed Asset	18610	Land Improvements-City of Secondary	18000

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		Church	
Fixed Asset	18620	Land Improvements-City of Church Building	18000
Fixed Asset	18640	Land Improvements-Cemetery	18000
Fixed Asset	18650	Memorial Garden (or related)	18000
Fixed Asset	18700	Construction Work in Progress	18000
Fixed Asset	19000	ACCUMULATED DEPRECIATION	Header
Fixed Asset	19200	AD-Building-Church	19000
Fixed Asset	19210	AD-Building-Church-City of Secondary Church	19000
Fixed Asset	19220	AD-Building-Church-City of Church Building	19000
Fixed Asset	19250	AD-Building-Residence	19000
Fixed Asset	19250	AD-Building-Residence-City of Secondary Church	19000
Fixed Asset	19260	AD-Building-Residence-City of Church Building	19000
Fixed Asset	19290	AD-Building-School	19000
Fixed Asset	19300	AD-Equipment-Church	19000
Fixed Asset	19210	AD-Equipment-Church-City of Secondary Church	19000
Fixed Asset	19320	AD-Equipment-Church-City of Church Building	19000
Fixed Asset	19350	AD-Equipment-Residence	19000
Fixed Asset	19390	AD-Equipment-School	19000
Fixed Asset	19400	AD-Furniture & Fix-Church	19000
Fixed Asset	19450	AD-Furniture & Fix-Residence	19000
Fixed Asset	19490	AD-Furniture & Fix-School	19000
Fixed Asset	19500	AD-Autos-Church	19000
Fixed Asset	19590	AD-Autos-School	19000
Fixed Asset	19600	AD-Land Improvements	19000
Fixed Asset	19610	AD-Land Improvements-City of Secondary Church	19000
Fixed Asset	19620	AD-Land Improvements-City of Church Building	19000
		LIABILITIES	
Accounts Payable (A/P)	21000	GENERAL PAYABLES	Header
A/P	21100	Accounts Payable	21000
A/P	21200	High School Assessment Payable	21000
A/P	21300	Grade School Assessment Payable	21000
A/P	21500	TAO Payable – <i>prior DAA</i>	21000
Other Current Liability (OCL)	22000	PAYROLL LIABILITIES	Header
OCL	22050	FICA Taxes Payable	22000
OCL	22100	Medicare Taxes Payable	22000

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OCL	22150	Federal Taxes Payable	22000
OCL	22200	State Taxes Payable	22000
OCL	22300	Health Insurance Payable	22000
OCL	22325	Wellness Fee Payable	22000
OCL	22350	Dental Insurance Payable	22000
OCL	22375	High Deductible Plan Payable	22000
OCL	22400	Life Insurance Payable	22000
OCL	22500	Medical Flex Payable	22000
OCL	22550	Dependent Care Payable	22000
OCL	22600	Pension Payable	22000
OCL	22650	AFLAC Payable	22000
OCL	22700	Other Payroll Withholdings (ex., garnishment)	22000
OCL	23000	ACCRUED EXPENSES	Header
OCL	24000	FUNDS HELD FOR OTHERS	Header
OCL	24100	Due to Chancery Office	24000
OCL	24103	- Holy Land (Good Friday)	24100
OCL	24104	- Retirement Fund for Religious (National)	24100
OCL	24106	- Holy Father (Peter's Pence)	24100
OCL	24108	- Catholic Charities	24100
OCL	24109	- Diocesan Charities (inactive)	24100
OCL	24110	- Briar Cliff University	24100
OCL	24111	- Aid to Global Churches [aka Aid to World-Wide Churches – includes Catholic Relief Services (aka Bishop's Emergency Relief Fund), Central & Eastern Europe, Latin America, Africa, Bishop's Emergency Relief Fund]	24100
OCL	24112	- Bishops Confirmation	24100
OCL	24113	- Disaster Relief	24100
OCL	24114	- Retired & Infirm Priests (Local)	24100
OCL	24115	- Operation Rice Bowl	24100
OCL	24116	- St. Joseph Education Society (SJES)	24100
OCL	24118	- Aid to Domestic Churches & Religious (includes Black, Indian and Catholic Home Missions, Catholic Communications Campaign, Catholic Campaign for Human Development (CCHD), Military Archdiocese (in triennial years, 2022, 2025...))	24100
OCL	24120	- Good Leaders/Good Shepherds (inactive)	24100
OCL	24200	Due to Propagation of the Faith	24000
OCL	24201	- World Mission Sunday	24100
OCL	24202	- Mission Co-op (aka Visiting	24100

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		Missionary)	
OCL	24300	Due to Schools	24000
OCL	24400	Due Other Organizations	24000
OCL	24401	- Mass Offerings	24400
OCL	24402	- Carmelites	24400
OCL	25000	OTHER LIABILITIES	Header

Long Term Liability (LTL)	26000	NOTES & LOANS PAYABLE	Header
LTL	26700	SBA/PPP Loan Payable	26000
LTL	27000	DEFERRED REVENUE (not to be used by parishes for amounts that belong in income)	Header
LTL	28000	OTHER LONG TERM LIABILITIES	Header

		EQUITY	
Equity	31000	Unrestricted Fund Balance	Header
Equity	32000	Permanently Restricted Fund Balance	Header
Equity	33000	Temporarily Restricted Fund Balance	Header

Below are the accounts for the Profit & Loss Statement (Statement of Activities):

*Note: Secondary church and church building receipts and disbursements are recorded in the same income and expense accounts as the merged/assuming parish. Separate income and expense accounts should not be used. The exception is 51400 building costs.

The separate "Below the ordinary income line" income and expense accounts for church buildings have been eliminated.

Account Type	Account Number	Account Name – Account Definition	Subaccount of:
		INCOME	
Income	40000	PARISH INCOME	Header
Income	40100	Weekly Envelopes	40000
Income	40101	- Adult Giving	40100
Income	40102	- Youth Giving	40100
Income	40103	- Multicultural	40100
Income	40150	Holy Days (<i>that stay in the parish</i>)	40100
Income	40200	Loose Offerings	40000
Income	40225	Loose Offerings – Multicultural	40000
Income	40250	Grain Receipts	40000
Income	40260	IRA/QCD Receipts	40000
Income	40270	Stock Receipts	40000
Income	40300	Bulletin Revenue	40000
Income	40400	Parish Rental	40000
Income	40500	Religious Education	40000

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Income	40525	Religious Education Grant	40000
Income	40535	Steubenville Income	40000
Income	40600	Flower Income	40000
Income	40700	Vigil/Candle Income	40000
Income	40750	Funeral Income	40000
Income	40800	Choir	40000
Income	40900	TAO From Diocese	40000
Income	41000	INVESTMENT INCOME	Header
Income	41100	Dividend Income	41000
Income	41200	Interest Income	41000
Income	41300	Realized Gain/Loss	41000
Income	41350	Unrealized Gain/Loss	41000
Income	41400	Change in Value – Gift Annuity	41000
Income	41700	Rental Property/Farm Income	41000
Income	41900	Endowment Fund Income (Permanently Restricted) - Only use below if endowment income is restricted!	41000
Income	41910	- Interest Income	41900
Income	41920	- Dividend Income	41900
Income	41930	- Realized Gain/Loss	41900
Income	41950	- Unrealized Gain/Loss	41900
Income	42000	SPECIAL COLLECTIONS (Holy Days) Holy Days that stay in the parish, use 40150 instead!	Header
Income	43000	SCHOOL INCOME (<i>see separate section</i>)	
Income	44000	AUXILIARY INCOME (also known as Entertainment & Festivals Income)	Header
Income	44100	Bingo Income	44000
Income	44200	Women's Society Income	44000
Income	44300	Men's Society Income	44000
Income	44400	Youth Group Income (<i>not to be confused with youth ministry-separate checking subaccount</i>)	44000
Income	44800	Multicultural Festivals/Bazaars	44000
Income	44900	Other Auxiliary Festivals/Bazaars	44000
Income	47000	CONTRIBUTIONS & DONATIONS	Header
Income	47100	Unrestricted Contributions	47000
Income	47120	Building Improvements	47000
Income	47130	Unrestricted Memorials	47000
Income	47140	Trust Income	47000
Income	47200	Restricted Contributions	47000
Income	47210	Building Fund Campaign	47000
Income	47220	Endowment Fund Donations	47000
Income	47230	Restricted Memorials	47000
Income	48000	ESTATES & BEQUESTS	Header
Income	48100	Unrestricted Bequests	48000
Income	48200	Restricted Bequests	48000
Income	48210	Building Fund Bequest	48000

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Income	48220	Endowment Fund Bequest	48000
Income	49000	OTHER INCOME	Header
Income	49100	Cemetery Income	49000
Income	49110	Cemetery Income (<i>add city to name if more than one</i>)	49000
Income	49200	Daycare/Preschool Income	49000
Income	49400	Grants	49000
Income	49450	Multicultural Fees	49000
Income	49500	Insurance Reimbursement	49000
Income	49600	In Kind Income	49000
Income	49700	Tuition Assistance Income	49000
Income	49770	SBA/PPP Loan Forgiveness	49000
Income	49800	Scrip Receipts – Parish Profit	49000
Income	49850	Sale of Parish Assets	49000
Income	49900	Miscellaneous Income	49000
		EXPENSE	
Expense	50000	SALARIES AND WAGES	Header
Expense	50100	Priest Compensation	50000
Expense	50120	Extra Clergy Wages	50000
Expense	50125	Extra Clergy Multicultural Wages	50000
Expense	50180	Priest Health Insurance	50000
Expense	50200	Sisters Wages	50000
Expense	50300	Secretary Wages	50000
Expense	50400	Bookkeeper/Accountant Wages	50000
Expense	50450	Business Manager Wages	50000
Expense	50500	Custodian (Janitor) Wages	50000
Expense	50550	Housekeeper/Cook Wages	50000
Expense	50600	Organist Wages	50000
Expense	50650	Choir Director Wages	50000
Expense	50700	Religious Education Wages	50000
Expense	50750	Development Wages	50000
Expense	50800	Cemetery Caretaker Wages	50000
Expense	50850	Multicultural Ministry Wages	50000
Expense	50890	COVID-19 Wages	50000
Expense	50895	COVID-19 Health	50000
Expense	50900	FICA and Medicare Taxes	50000
Expense	50920	Health and Life Insurance	50000
Expense	50930	Retirement Plans	50000
Expense	50935	Multicultural Taxes & Benefits	50000
Expense	50940	Workers Compensation Insurance	50000
Expense	50950	Unemployment (<i>only for parishes with hot lunch employees</i>)	50000
Expense	51000	ADMINISTRATIVE EXPENSES	Header
Expense	51010	Telephone and Internet	51000

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Expense	51015	Priest Cell Phone	51000
Expense	51020	Supplies-Altar & Church	51000
Expense	51021	- Seasonal Supplies	51020
Expense	51022	- Flowers/Greenery	51020
Expense	51023	- Altar Bread/Wine	51020
Expense	51024	- Missalettes	51020
Expense	51025	- Other Altar/Church Supplies	51020
Expense	51030	Supplies-Janitorial/Maintenance	51000
Expense	51040	Supplies-Office	51000
Expense	51050	Supplies-Computer & Copier	51000
Expense	51060	Postage & Freight	51000
Expense	51070	Printing	51000
Expense	51080	Envelopes	51000
Expense	51090	Priest Food & Provisions	51000
Expense	51095	Sisters Room & Board	51000
Expense	51100	Dues & Subscriptions	51000
Expense	51110	Meetings & Travel	51000
Expense	51130	Entertainment Expense	51000
Expense	51140	Automobile Expense	51000
Expense	51145	Multicultural Automobile Expense	51000
Expense	51150	Advertising & Promotions	51000
Expense	51160	Professional Services	51000
Expense	51170	Equipment Rent - <i>inactive</i>	51000
Expense	51180	Multicultural Administrative Expenses	51000
Expense	51300	EDUCATIONAL/MINISTRY EXPENSES	Header
Expense	51310	Educational Materials	51300
Expense	51320	Choir	51300
Expense	51330	Youth Ministry	51300
Expense	51335	Steubenville Expense	51300
Expense	51340	Adult Education	51300
Expense	51350	RCIA	51300
Expense	51360	Continuing Education	51300
Expense	51370	Retreat Expense	51300
Expense	51380	Vacation Bible School	51300
Expense	51390	Multicultural Education/Ministry Expense	51300
Expense	51400	BUILDING AND GROUNDS <i>Note that building and grounds costs can be separately identified for secondary church and church building expenses. List under the applicable accounts below. See detail.</i>	Header
Expense	51410	Utilities-Gas	51400
Expense	51420	Utilities-Electric	51400
Expense	51430	Utilities-Water/Sewer/Garbage	51400
Expense	51440	Repairs & Maintenance-Church	51400
Expense	51450	Repairs & Maintenance-Residences	51400

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Expense	51460	Repairs & Maintenance-Grounds	51400
Expense	51470	Property & Liability Insurance	51400
Expense	51480	Property Taxes	51400
Expense	51490	Contracted Services - <i>inactive</i>	51400
Expense	51900	OTHER ADMIN EXPENSES	Header
Expense	51910	Miscellaneous Expenses	51900
Expense	51920	Bank and Other Fees	51900
Expense	51930	Background Checks	51900
Expense	52000	SCHOOL EXPENSE (<i>see separate section</i>)	
Expense	53000	INVESTMENTS	Header
Expense	53100	High School Investment	53000
Expense	53200	Grade School Investment	53000
Expense	53300	Cathedraticum	53000
Expense	53400	Religious Education Investment	53000
Expense	53500	TAO Investment	53000
Expense	54000	AUXILIARY EXPENSE (also known as Entertainment & Festivals Expense)	Header
Expense	54100	Bingo Expense	54000
Expense	54200	Women's Society Expense	54000
Expense	54300	Men's Society Expense	54000
Expense	54400	Youth Group Expense (<i>not to confuse with youth ministry-separate checking subaccount</i>)	54000
Expense	54800	Multicultural Festival/Bazaar Expense	54000
Expense	54900	Other Auxiliary Festival/Bazaar Expense	54000
Expense	58000	DEPRECIATION EXPENSE	Header
Expense	58200	Depreciation Exp-Buildings-Church	58000
Expense	58250	Depreciation Exp-Residence	58000
Expense	58300	Depreciation Expense-Equipment-Church	58000
Expense	58350	Depreciation Expense-Equipment-Residence	58000
Expense	58400	Depreciation Exp-Furniture & Fixtures-Church	58000
Expense	58450	Depreciation Exp-Furniture & Fixture-Residence	58000
Expense	58500	Depreciation Expense- Automobiles-Church	58000
Expense	58600	Depreciation Expense- Land Improvements	58000
Expense	59000	OTHER EXPENSE	Header
Expense	59100	Cemetery Expense	59000
Expense	59110	Cemetery Expense (<i>add city if more than one</i>)	59000
Expense	59200	Daycare/Preschool Expense	59000
Expense	59400	Interest Expense	59000
Expense	59500	Charity/Donations/Gifts	59000
Expense	59550	Scholarship Expense	59000
Expense	59600	In Kind Expense	59000
Expense	59700	Parish Tuition Assistance	59000
Expense	59800	Script Disbursements - Parish	59000

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Diocesan locations are expected to use the Diocesan Standard Chart of Accounts. This ensures consistency among the locations in the presentation of the financial statements.

DEFINITIONS

The **Balance Sheet** (aka Statement of Financial Position) is a report that summarizes the financial position (i.e., the assets, liabilities and equity) of a business at a specific point in time, such as on June 30th. It's called a Balance Sheet because the value of the assets (amount owned) is always exactly equal to the combined value of the liabilities (amount owed) and equity (amount invested). The Balance Sheet gives you a view of your overall financial situation and whether or not it is improving.

BALANCE SHEET - ASSETS

*All checking, savings, and investment accounts using the organization's tax identification number must be recorded on the balance sheet. The mass stipend account is the **ONLY** exception. Additional bank accounts may be added to the below list in accordance with the established account numbering system to accommodate the needs of the organization. We encourage locations to minimize the number of accounts being used to achieve better efficiencies in bookkeeping. For instance, most locations can operate using one main checking and one main savings account with subaccounts.*

11000 Cash

All petty cash and checking accounts are listed as cash (in the bank) accounts.

11050 Petty Cash

If a small amount of cash is kept on hand for minor cash disbursements, this is recorded on the balance sheet to the petty cash account. When replenishing petty cash, credit the operating checking account and debit the appropriate expense account(s). Maintain proper documentation of withdrawals, i.e, store receipts. Maintain a balance of no more than \$200. Maintain proper internal controls.

11100 General Checking – Parish

This is the main checking account for the parish. Rather than having several checking accounts, we encourage parishes to use a general checking account and create subaccounts to segregate the funds. Deposits and payments are then recorded directly to/from the subaccounts. Below are examples of subaccounts:

- 11110 Checking – Parish
- 11120 Checking – Building Fund
- 11130 Checking – Religious Education*

*It's best to budget for this cost rather than maintain a checking subaccount. Budget for choir.

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- 11160 Checking – Parish Sponsored Organization (aka Auxiliary Group, e.g. Society...) – *see 11400 below*
- 11170 Checking – SBA/PPP Loan – *applicable as a result of COVID*
- 11180 Checking – Cemetery – *see 11500 below*
- 11190 Checking – Endowment – *see 11900 below*

11200 General Checking – School

This is the main checking account for the schools. Similar to the parish, it's preferred to use one general checking account and create subaccounts.

- 11210 Checking – School

11300 Checking – Mass Stipends

This account is used for recording mass stipend deposits and payments. This account belongs to the pastor. Because of this, all transactions are recorded in the 24401 Mass Offerings liability account rather than to income and expense accounts. The balance in 11300 and 24401 should always match.

11400 Checking – Parish Sponsored Organizations (aka Auxiliary Groups)

Checking accounts of altar/rosary societies, mens/womens clubs, etc. The parish bookkeeper must manage these accounts, they cannot be managed outside of the business office. It's best to close separate checking accounts and consolidate the funds with general checking, utilizing the subaccount feature rather than maintain a separate checkbook. When doing so, create a separate subaccount 11160 (above), transfer from 11400 to 11160.

11500 Checking - Cemetery

Checking account of the cemetery. These funds are temporarily restricted. When more than one cemetery, funds must be maintained separately by cemetery, that includes income, expense and bank/investment funds. The bookkeeper must manage this account, it cannot be managed outside of the business office.

11900 Checking – Endowment

Endowment indicates the funds are permanently restricted. Use this account only if you have an endowment fund for which an agreement exists that was approved by the Bishop. Only the donor can permanently restrict the donation. It's preferred to use a separate subaccount (11190 above) of checking rather than a checking account. Similar to societies, transfer funds when closing the account.

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12000 Investments

Savings accounts, Certificates of deposit, stocks, mutual funds, and like instruments that are convertible to cash.

12100 Savings

These are interest bearing cash accounts on deposit in a financial institution. 12100 is the main checking account for the parish. Rather than having several savings accounts, we encourage parishes to use a general savings account and create subaccounts to segregate the funds. Deposits and payments are then recorded directly to/from the subaccounts. Below are examples of subaccounts:

- 12110 Savings – Parish
- 12120 Savings – Building Fund
- 12130 Savings – Cemetery

12150 Savings – School

This is the primary operating savings account of the school. Similar to parish savings, rather than having several savings accounts, use a general savings account and create subaccounts to segregate the funds.

12200 Certificates of Deposit

This is cash on deposit in a financial institution with a fixed interest rate and maturity date. Use separate accounts similar to the below examples for each individual CD. Record the interest rate and maturity date in the account name. Designate any restrictions. The account balance should include interest earned.

- 12210 Parish CD #1-interest rate-maturity date
- 12211 Parish CD #2-interest rate-maturity date
- 12220 School CD #2-interest rate-maturity date
- 12230 Cemetery CD #3-interest rate-maturity date

12300 Guaranteed Interest Accounts

This includes the 2% interest accounts held at the diocese (previously named Deposit & Loan, or Revolving Fund)

12400 St. James Investment Accounts

This includes the previously named General Investment Funds held at the diocese.

12500 St. James Investment Accounts

This includes the previously named Catholic School Foundation Funds held at the diocese.

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12600	Other Investments
12700	This includes other investments such as Mutual Funds, Stocks, Bonds, etc.
12800	<p>See 12900 below if permanently restricted. Name these accordingly and use subaccounts as deemed necessary. We do <u>not</u> suggest listing the donor name in the account name, though identify the restriction, e.g., cemetery, if restricted. Only the donor can restrict the funds, this must be in writing. See below example:</p> <ul style="list-style-type: none">• 12600 Mutual Funds or related – include name of investment company• 12700 Stocks – identify name and number of shares in the account name
12900	<p>Endowment Funds – Permanently Restricted</p> <p>Contributions where the donor imposed a stipulation that the principal (corpus) can never be expended and must remain intact for perpetuity. A written agreement approved by the Bishop must exist for the endowment. The corpus (or principal) is maintained separate from the accumulated earnings as shown below:</p>
12910	<p>Endowment Fund Principal</p> <p>These are the donations (also called corpus) that are permanently restricted. Funds designated by the finance council to be included in the endowment are considered board designated and should be in a separate account from the principal, such as 12930. We do not suggest commingling unrestricted funds with the endowment funds. The location must maintain documentation to the principal, or permanently restricted funds, including wills or other donor support.</p>
12920	<p>Endowment Fund Accumulated Earnings</p> <p>The interest, dividends, and investment earnings on the principal (or corpus). This also includes any withdrawals from the fund. The endowment agreement, wills, trust, etc. should specify stipulations on use of the accumulated earnings.</p>
13000	<p><u>General Receivables</u></p>
13100	<p>Accounts Receivable</p> <p>Amounts that are due to the parish or school in the regular course of business. This would include the billing of shared expenses (priest salary, health insurance, cell phone, and other employee and parish shared costs) to related parishes.</p>
13200	<p>Pledges Receivable</p> <p>An amount an individual or group has “promised” to give to the parish or school, e.g., capital campaign pledges. Use separate accounts number (e.g., 13210, 13220) to identify different purposes. Some locations are maintaining detailed pledge records “outside of the financial statements”. This is acceptable however the receivable must still be recorded in the financial statements so the finance council/school board has an awareness of the expected receipts.</p>

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13300 Tuition Receivable

These are amounts that are due to the school for tuition. Create invoices for individual students/families at the beginning of the school year to bill for the appropriate tuition items. If there is a parish or local subsidy, an item is also needed to record the subsidy on the invoice.

13400 School Assessment Receivable

These are amounts that are due to the school for amounts billed to parishes that are corporate members of the parish and for the non-corporate per pupil amount billed to parishes that are not corporate members. Notify parishes at the start of the school year (earlier if able) of the annual amount that will be billed so this can be included in the parish budget. Create monthly invoices for this billing.

14000 Notes Receivable

Funds you loaned to another entity. This most frequently is inter-fund loans, such as between the parish and parish school. If the location wishes to loan funds for any purpose other than this, it must first be approved by Bishop via a diocesan resolution which includes a note that identifies the terms of the agreement. Record the notes to 14100, 14200, etc.

15000 Other Current Assets

15150 MLTF (Monsignor Lafferty Tuition Foundation) Awards

This is the account the MLTF awards should be recorded to when invoicing the students/families. When the MLTF awards are actually received, they are recorded against this account rather than income. The account should zero out. There should not be an MLTF income account on the profit & loss statement as MLTF is not income to the school.

15400 Bishop's Education Fund (BEF) Award

This is the account BEF awards are recorded to when invoicing students/ families. Similar to MLTF, this is not recorded to income, the account is reduced when the awards are actually received.

15400 Gift Annuity Inv Held @ Diocese

This is the amount due from gift annuity trusts the Diocese is the agent for. The Diocese finance office does the accounting for these on an annual basis and as necessary when circumstances warrant. The financial reports are not issued to the locations however this information is available upon request. Other charitable gift annuities managed outside of the chancery office are recorded to 15200 or 15300.

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16000 Inventory/Supplies

This account is most frequently used by locations that purchase and sell supplies, such as the Grotto from their gift shop. This is the cost of supplies on hand that are not yet used. The cost is charged to expense when used. Do not maintain materials and supplies that have a small dollar value and are rapidly consumed in normal operations here. Physical inventories should be taken frequently and the respective inventory accounts adjusted to actual values at periodic intervals.

16100 Scrip Inventory

Scrip is cash or substitute money. This account is used to record the inventory of scrip currently on hand. The account is increased when scrip is purchased and decreased when the scrip is sold. Physical inventories should be taken frequently and the inventory account adjusted to actual values at periodic intervals.

17000 Prepaid Expenses

Amounts paid before the end of the year that are for expenses to be recognized in the subsequent fiscal year.

18000 Fixed Assets

Fixed Assets include land and depreciable assets (e.g., buildings, equipment, vehicles, etc.). Each location should have a Fixed Asset Capitalization policy that identifies the value of capital purchases that should be recorded in the 18000 accounts. The Diocese of Sioux City policy is as follows:

“It is the Diocese’s policy to capitalize all assets purchased or received by donation that cost \$5,000 or more individually and that have a useful life exceeding one year.

All capitalized assets will be depreciated in accordance with the Diocese’s depreciation policy. Assets purchased or received by donation that cost less than \$5,000 individually will be expensed in the period purchased.

It is also the Diocese’s policy to capitalize improvements to property that cost \$5,000 or more. Repairs and replacements of \$5,000 or more will be evaluated individually by the administration to determine the proper accounting classification.”

In your policy, you should also decide whether you want to record capital assets in the applicable fixed asset account at the time of purchase or whether to leave it in an expense account during the year and transfer it at fiscal year end. For project/renovation/campaign costs, we suggest keeping in expense during the year and transferring at fiscal year end to 18700 Construction Work in Progress, see below for further information on this.

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A diocesan resolution must be approved by Bishop for fixed assets with a cost of \$20,000 or more, this includes projects where the total expenditure is \$20,000 or more. If unsure if project will be over \$20,000 or will be close to \$20,000, submit the diocesan resolution regardless.

Many asset values in the 18000 and 19000 accounts were determined during a 1999 asset appraisal. Note that assets should remain at historical cost, they should not be updated to replacement cost or current value as this does not follow accounting principles. The assets should however be periodically reviewed to determine if any disposals occurred. If so, journal entries should be made to remove the asset cost and related accumulated depreciation.

If the parish is an assuming parish of a secondary church or church building, the assets of these churches should be included on the assuming parish financials. Refer to the chart of accounts table (above) for the specific account numbers to use.

18100 Land

Land is not depreciated however the historical cost should be reported on the balance sheet. The school and church land is not recorded in the financials however land that is purchased or received through a donation, such as farmland is recorded in this account. Segregate the land using subaccounts, identify the type of land and number of acres (e.g., 18110 Land-Smith Farm 100 acres).

18200-18299 Building Accounts

These include the construction cost of buildings and major improvements to existing buildings. Repairs are not considered renovations or improvements and should not be included in fixed assets, rather they should be expensed.

18300-18399 Equipment Accounts

New or used equipment that cost \$5,000 or more, including installation (based on the location's capitalization policy).

18400-18499 Furniture & Fixtures

New or used furniture & fixtures that cost \$5,000 or more, including installation (based on the location's capitalization policy).

18500-18599 Automobile Accounts

This includes the cost of vehicles purchased by the parish or school. Use a separate account for each vehicle. Include the make, model, and year of the vehicle in the account name. A diocesan resolution is not needed to purchase or dispose of a vehicle.

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18600-18699 Land Improvements

Improvements to land owned by the parish or school. This includes the cost of grading, landscaping, sidewalks, roadways, etc.

18700 Construction Work in Progress (CWIP)

During the fiscal year, record construction costs to a separate remodel/renovation project expense account. At year end, make a journal entry to transfer the total from expense to CWIP. When the project is complete, make a journal entry to transfer from CWIP to a fixed asset account (such as 18200 Building – Church). A reminder that a diocesan resolution must be submitted and approved by Bishop if the project cost is \$20,000 or more, prior to the start of the project.

Record donated fixed assets at fair market value on the date of donation. Record contributions and donations for fixed assets to income accounts. Do not net against the asset account.

19000 Accumulated Depreciation

Accounts 19200 to 19600 are used to record annual depreciation expense. These are non-cash entries. When making the journal entry, the applicable 58xxx depreciation expense account is debited and the 19xxx accumulated depreciation account is credited. Straight line depreciation is used in this calculation.

At the present time, for parishes, although it is a good practice, the Diocese does not require the recording of depreciation expense. Parishes should still have a fixed asset capitalization policy in place and record applicable assets in the 18000 accounts.

BALANCE SHEET - LIABILITIES

21000 General Payables

Payables are an amount the parish or school owes to a vendor or otherwise. When recording as a payable, the amount due is considered to be accrued, meaning the expense is incurred and reflected in the financial statements in the current period (i.e., when recorded) however the amount due is paid in a subsequent period. When the amount is paid, this reduces the payable. A vendor bill is created when recording to a payable. Use “Pay bills” in QuickBooks when remitting the funds.

21100 Accounts Payable

Accounts Payable are amounts owed for goods or services that were purchased.

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21200	High School Assessment Payable This is the amount due that has not yet been paid for the high school assessment.
21300	Grade School Assessment Payable This is the amount due that has not yet been paid for the grade school assessment.
21500	TAO Payable If the parish does not meet the Together As One (TAO) goal (previously known as DAA or Diocesan Annual Appeal), it is billed for the amount not met. This amount is recorded as a payable until payment is made.
22000	<u>Payroll Liabilities</u> Payroll Liabilities are amounts that the employer owes after processing payroll. These include employee costs withheld from the employee paycheck and related employer costs. These must be remitted on a regular basis in accordance with federal, state, and other requirements. These liabilities are paid in QuickBooks using the payroll liability function. A vendor check should not be created as this does not reduce the payable. Use the “Pay liabilities” function in QuickBooks.
22050	FICA Taxes Payable Amount due for Social Security taxes, includes amounts withheld from employee paychecks and the employers matching contribution.
22100	Medicare Taxes Payable Amount due for Medicare taxes, includes amounts withheld from employee paychecks and the employers matching contribution.
22150	Federal Taxes Payable Amount due for federal taxes that are withheld from employee paychecks. The amount withheld is based on the IRS W-4 withholding allowances selected.
22200	State Taxes Payable Amount due for state taxes that are withheld from the employee paychecks. The amount withheld is based on the State W-4 withholding allowances selected.
22300	Health Insurance Payable Amount due for health insurance costs, includes amounts withheld from the employee paychecks and the employer contribution.

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- 22325 Wellness Fee Payable**
Employees that do not participate in the Wellness program are charged \$25 per month. This is an employee cost, not an employer cost. The amount due is recorded to this account.
- 22350 Dental Insurance Payable**
Amount withheld from the employee paychecks for dental costs is recorded here.
- 22375 High Deductible (HD) Plan Payable**
Amount due for health insurance costs for employees that participate in the HD plan. This includes the employer contribution to the plan. It also includes the amounts withheld from the employee paychecks and the employer contribution to the employee Health Savings Account (HSA).
- 22400 Life Insurance Payable**
Employer contribution for life insurance and employee deduction for supplemental life is recorded here.
- 22500 Medical Flex Payable**
This includes employee deductions for their medical spending (cafeteria) plan.
- 22550 Dependent Care Payable**
This includes employee deductions for their dependent care (daycare) spending.
- 22600 Pension Payable**
This includes the employer and employee contribution for pension, this includes participants in the traditional 401K plan and the Roth 401K plan.
- 22650 AFLAC Payable**
This includes employee deductions for their AFLAC premiums. Each location decides independently if they wish to participate in AFLAC.
- 22700 Other Payroll Withholdings**
This account is rarely used. The most common use is for deductions, such as garnishment of wages.
- 23000 Accrued Expenses**
This is typically only used at year end to record such items as interest accrued but not yet remitted and wages earned but not yet paid.

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24000	<u>Funds Held for Others</u>
24100	Due to Chancery Office These are the collections authorized by the Diocese. The special collections in the 24100 accounts below are remitted directly to the Finance Office of the Diocese who accumulates the collections for all parishes and remits them to the applicable charitable organizations.
24103	Holy Land This is the Good Friday collection.
24104	Retirement Fund for Religious (National) For retired priests and sisters on a national level. Collection is in August.
24106	Holy Father (Peter's Pence) Assists the Pope to provide aid to missionary charities around the world, collection typically in June.
24108	Catholic Charities Collection held on Christmas, December 25 th to benefit activities provided by Catholic Charities.
24109	Diocesan Charities Special collections as instructed by the Diocese (other than disaster relief).
24110	Briar Cliff University For needs of the university. The collection is the 4th Sunday in January.
24111	Aid to Global Churches (aka Aid to World-Wide Churches) Includes Africa, Central and Eastern Europe, Latin America, and Catholic Relief Services (aka Bishop's Emergency Relief Fund). This was previously account #24102. This collection is the first Sunday in Lent.
24112	Bishops Confirmation Special collection taken in conjunction with confirmation held at the parish.
24113	Disaster Relief Special collection taken to assist with disaster relief efforts as a result of a specific catastrophe (e.g., hurricane, flood...).
24114	Retired & Infirm Priests (Local) (of Diocese of Sioux City) Assists with financial needs of local priests. This collection is on Easter.
24115	Operation Rice Bowl This is a voluntary collection.

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- 24116 St. Joseph Education Society (SJES)**
An annual collection for seminarians. This collection is in November.
- 24118 Aid to Domestic Churches & Religious**
This collection is on Pentecost Sunday. This includes the following collections:
- Black and Indian Missions; Catholic Home Missions (previously #24101)
 - Catholic Communications Campaign (previously #24105)
 - Catholic Campaign for Human Development (CCHD) (previously #24107)
 - Military Archdiocese (in triennial years – 2022, 2025...) (previously #24117)
- 24120 Good Leaders/Good Shepherds (*currently inactive*)**
Provides funds for priests to attend this program. Collection as requested.
- 24200 Due to Propagation of the Faith**
Collections authorized by the Society for the Propagation of the Faith.
Funds for the 24200 subaccounts below are remitted to the Society (located in the chancery office) who sends them on as applicable.
- 24201 World Mission Sunday**
Support and maintenance of the mission efforts of the Catholic Church.
Collection is in October.
- 24202 Mission Co-op (aka Visiting Missionary)**
Missionary appeal, typically the result of a missionary at the parish.
- 24300 Due to Schools** - Amounts collected or promised to a school or schools.
- 24400 Due Other Organizations**
Amounts collected or promised to another organization.
- 24401 Mass Offerings** - Refer to account 11300 Mass stipend checking.
- 24402 Carmelites**
Amounts collected for Carmelite nuns, typically remitted directly to them.
- 25000 Other Liabilities**
Amounts due for other miscellaneous activities such as the amount due to the state for sales tax on items sold.
- 26000 Notes & Loans Payable**
This reflects the amount borrowed from a lending institution or another organization that will be paid back over a period of time (one or more years). Record the principal balance of each payable in a separate account (e.g., 26100, 26200). Record principal payments to this account and interest payments to 59400 interest expense.

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- 26700 SBA/PPP Loan Payable**
Locations could apply for a Small Business Administration (SBA)/Payroll Protection Program (PPP) loan due to COVID-19. This is a forgivable loan if used for the purpose stipulated. Record amount due is to this account and checking subaccount 11170 or other account where the bank deposits the funds. When the loan is forgiven, the payable is removed and the proceeds are recorded to income account 49770 SBA/PPP Loan Forgiveness.
- 27000 Deferred Revenue**
Funds on hand for services or programs to be provided in a future period. Prepaid tuition is an example. This would be recorded as 27100. DO NOT use this account for other purposes, such as campaign revenue, food pantry, religious education, auxiliary groups, etc....
- 28000 Other Long-Term Liabilities**
Other non-current liabilities not properly classified into any other long-term liability account.

BALANCE SHEET - EQUITY

Equity is the net worth of the organization. This represents the difference between what you owe (liabilities) and what you have (assets). Below are the only three equity accounts that should appear on your balance sheet:

- 31000 Unrestricted Fund Balance**
This account is equal to unrestricted assets less unrestricted liabilities.
- 32000 Permanently Restricted Fund Balance**
This account is equal to the permanently restricted assets less the permanently restricted liabilities. These are your endowment funds, the principal, or corpus, can never be used.
- 33000 Temporarily Restricted Fund Balance**
This account is equal to the temporarily restricted assets less the temporarily restricted liabilities. Cemetery is recorded here.

At the end of each fiscal year, a journal entry should be made to adjust the 31000, 32000, and 33000 account balances so the funds are properly classified. Income and expense should not be recorded to equity accounts.

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PARISH INCOME AND EXPENSE ACCOUNTS

The **Profit and Loss Statement** (aka Statement of Activities) is a report that summarizes income and expenses incurred during a specific period of time such as a fiscal quarter or a fiscal year. By comparing the current year income and expenses to the previous year, this will indicate if your management decisions are helping to increase or decrease income and expenses. A **Profit and Loss Statement** compared to budget will help you monitor the income and expenses relative to expectations. You need to review your **Profit and Loss Statement** to make sure that you are making money and not overspending on expenses.

PARISH INCOME ACCOUNTS

- 40000 Parish Income**
Ordinary income received by the parish as a result of normal operations.
- 40100 Weekly Envelopes**
The ordinary weekly offertory envelope collections. This includes:
- **40101 Adult Giving**
 - **40102 Youth Giving** (Children/Students)
 - **40103 Multicultural Giving**
- 40150 Holy Days**
Income received from holy day collections that remain in the parish to be used for operations. (e.g., Easter, Christmas) Collections that are remitted belong in the 24000 Funds held for others accounts. This account has taken the place of 42000 Special Collections.
- 40200 Loose Offerings**
All cash and coin collections during the regular offering that are not in an offertory envelope.
- 40225 Multicultural Loose Offerings**
All collections during the regular offering that are not in an offertory envelope related to multicultural giving.
- 40250 Grain Receipts**
Grain checks recorded to this account are for grain that has been donated to the parish, the parish authorizes the sale. Refer to the grain donation procedures to ensure this is handled appropriately.
- 40260 Stock Receipts**
Stock checks recorded to this account are for stock that has been donated to the location. Refer to stock donation procedures to ensure properly handled.

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40250	IRA/QCD Receipts Individual Retirement Account (IRA) and Qualified Charitable Distribution (QCD) checks recorded to this account are for IRA/QCD distributions that have been given to the parish. Refer to the IRA/QCD procedures to ensure this is handled appropriately.
40300	Bulletin Revenue Income received from bulletin sponsors and related.
40400	Parish Rental Revenues received from rental of the parish facility (e.g., hall rental)
40500	Religious Education Tuition, fees, donations, or assessments received to support religious education/faith formation programs for adults and youth ministry. This includes youth trip fundraising and rallies.
40525	Religious Education Grant Income from grants received for religious education.
40535	Steubenville Income Income from fundraising events for Steubenville. This is recorded to a separate subaccount of checking.
40600	Flower Income Contributions for flowers (e.g., Christmas or Easter).
40700	Vigil/Candle Income Contributions for special offerings in lighting vigil candles.
40750	Funeral Income Contributions related to funerals (e.g., luncheon).
40800	Choir Income Income received from choir donations and activities.
40900	TAO Income Amounts received by the parish for their share of the Together As One (TAO) [previously diocesan annual appeal (DAA)] as a result of meeting or exceeding the fundraising goal.

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41000	<u>Investment Income</u> Income received from interest payments, dividends, capital gains collected on the sale of a security or other assets (e.g., bank checking and savings accounts), and any other earnings that are made through an investment.
41100	Dividend Income (unrestricted) A payment received from an investment company.
41200	Interest Income (unrestricted) Money earned on cash held in checking and savings accounts, certificates of deposit, and other investments.
41300	Realized Gain/Loss (unrestricted) Realized investment earnings.
41350	Unrealized Gain/(Loss) (unrestricted) Unrealized investment earnings.
41400	Change in Value – Gift Annuity When the value of a gift annuity as addressed in account 15400 changes, the change is recorded to this account.
41700	Rental Property/Farm Income Income received from investment property (e.g., farm income). The farmland should be recorded in fixed asset account 18100.
41900	Endowment Fund Income (Permanently Restricted) This is investment income earned on permanently restricted endowment funds (refer to account 12900): <ul style="list-style-type: none">- 41910 Dividend Income (Restricted)- 41920 Interest Income (Restricted)- 41930 Realized Gain/Loss (Restricted)- 41940 Unrealized Gain/Loss (Restricted)
42000	Special Collections – This account has been made inactive and will no longer be used. Use 40150 Holy Days instead for special collections that remain in the parish. Other special collections such as A/C, heat... belong in 47000 Contributions & Donations accounts.
43000	<u>School Income</u> <i>See separate section on school income and expense if the parish has an operational school. If the parish does not have a school or it is not operating, the 43000 and 52000 school accounts should not be used.</i>

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- 44000 Auxiliary Income** (aka Entertainment & Festivals)
These accounts are used to record the revenues from parish sponsored organization activities and other special events (e.g., bingo, raffles, festivals). A separate income account should exist for each organization. Special events may be categorized in 44900. Related expenses are recorded in the 54000 accounts. Examples of subaccounts are:
- 44100 Bingo Income
 - 44200 Women's Society Income (such as an altar or rosary society)
 - 44300 Men's Society Income
 - 44400 Youth Group Income (for fundraising, etc. not to be confused with youth ministry that belongs in 40500 religious education)
 - 44500 to 44799 Additional organizations as applicable
 - 44800 to 44899 Multicultural festivals/bazaars/etc.
 - 44900 Other Auxiliary Income (monies received from parish held socials, festivals, bazaars, including coffee, picnics, funeral dinners, ...)
- 47000 Contributions and Donations**
- 47100 Unrestricted Contributions**
Contributions that have no restrictions placed on them. This does not include regular weekly or annual collections or grain sales.
- 47110 Unrestricted Contributions – General**
Contributions that are given without a formal written stipulation. This would include contributions from parish sponsored organizations.
- 47120 Building Improvements**
Contributions received for improving the church, rectory, etc. Improvement funds are generally not considered restricted unless they are the result of a building or other campaign approved by the Bishop.
- 47130 Unrestricted Memorials**
Contributions received in memory of an individual that have no restrictions on their use.
- 47140 Trusts**
Contributions received as a result of a trust agreement that is not included on the balance sheet as the parish does not control it. Note that this could fall under restricted if the trust stipulates the monies must be used for a specific purpose.
- 47200 Restricted Contributions**
Contributions that are permanently or temporarily restricted. These are designated for a specific purpose by the donor and are not considered ordinary income. The earnings on these should be recorded in accordance with the donor's intention(s). Income should be recorded in account 41800.

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- 47210 Building Fund Campaign**
Contributions received for a building campaign. This must be approved by the Bishop via a diocesan resolution.
- 47220 Endowment Fund Donations**
Contributions received for an endowment. As addressed previously, the written endowment agreement must be approved by the Bishop.
- 47230 Restricted Memorials**
Contributions received in memory of an individual that is permanently or temporarily restricted.
- 48000 Estates and Bequests**
Amounts received in accordance with the terms of a bequest (will). If the will places restrictions on the use of the funds, the parish is legally obligated to use the funds in accordance with the terms of the will. This is not considered ordinary income. The earnings should be recorded in accordance with the donor's intention. This is recorded in account 41800 or 41900 accordingly.
- 48100 Unrestricted Bequests**
Income received by a bequest (will) that is not restricted in regards to its use.
- 48200 Restricted Bequests**
Income received by a bequest (will) that is permanently or temporarily restricted. Common subaccounts are:
- 48210 Bequest - Building Fund** - Bequests stipulated for the building fund.
- 48220 Bequest - Endowment Fund** - Bequests stipulated for the endowment.
- 49000 Other income**
- 49100 Cemetery Income**
Revenues received for a parish owned cemetery (e.g., sale of lots, burial charges, investment income). Related expenses are recorded to 59100. When more than one cemetery, use separate accounts, list city in the name.
- 49200 Daycare/Preschool Income**
Revenues from daycare fees and preschool tuition programs run by the parish. Related expenses are recorded to 59200.
- 49400 Parish Grants**
Special funding or awards received from outside organizations. These are usually for a designated purpose or program and not included in ordinary income. If for general purposes, they are included.

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- 49450 Multicultural Fees**
Other revenue received in regards to multicultural programs.
- 49500 Insurance Reimbursement**
Money received from Catholic Mutual for recovery of a claim.
- 49600 In-Kind Income**
Non-cash payments received in exchange for services rendered or in lieu of a cash contribution. Record the related expense to 59600.
- 49700 Tuition Assistance Income**
Amounts received from parishioners to be used for tuition assistance for students attending Catholic schools. Payments are recorded to 59700.
Note: The donor does not receive contribution credit if the contribution is designated for a specific student(s).
- 49770 SBA/PPP Loan Forgiveness**
On the date the loan is forgiven, a journal entry is made to debit 26700 SBA/PPP Loan Payable and credit 49770 SBA/PPP Loan Forgiveness.
- 49800 Scrip Receipts – Parish**
Amounts received in operating the scrip program at the parish.
Disbursements are recorded in 59800.
- 49850 Sale of Parish Assets**
Income received from the sale of a parish fixed asset and other items, except investment income. This is recorded in the 41000 accounts.
- 49900 Miscellaneous Income**
Income that is not properly classified in any other income account. This account should rarely be used. If used, the balance should be kept to a minimum (\$500 or less).
- Rebates, refunds, and other reimbursements (other than insurance) are not recorded to income. These also are offset against the related expense account(s).

Note on “Shared Parish Reimbursements”:

Reimbursements received from other parishes for expenses paid (such as salary, benefits, insurance, etc.) are not recorded to a “cluster” income account. These are recorded against the direct expense account(s) that they relate to.

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PARISH EXPENSE ACCOUNTS

50000 Salaries and Wages

50100 Priest Compensation

Gross amount of compensation paid to the assigned pastor. Refer to the priest compensation schedule to determine the monthly amount to pay.

50110 Assistant Priest Compensation - *Eliminated, record to 50100.*

50120 Extra Clergy Wages

Gross amount paid to clergy who are called to “cover” for the assigned pastor on a temporary basis. Extra clergy are normally paid with a stipend and not on payroll. Refer to the priest compensation schedule for coverage amounts. Record mileage reimbursement to 51140-Automobile Expense. Note: Clergy paid \$600 or more in the calendar year are required to receive an IRS Form 1099-NEC. Be sure you have a W-9 on file from the pastor.

50180 Priest Health Insurance

Amount paid to the chancery office for health insurance premiums for the pastor. This is billed quarterly with payment due in the month billed.

50200 Sisters Salaries

Gross amount of compensation paid to the sisters serving the parish. This is normally paid to the sister’s order. Payroll taxes and health insurance paid to the order are included here also. Refer to the women religious compensation schedule to determine the amount to pay.

50300-50800 Wage Accounts

The below accounts are used to record the gross wages paid of the noted positions. These are typically employees of the parish who are paid via a payroll check. Christmas gifts and bonuses are also recorded here. If the person meets the requirements of an independent contractor, a W-9 must be on file as the contractor is required to receive a 1099-NEC if he/she is paid \$600 or more in the calendar year. The cost may be recorded in one of the below related accounts.

- **50300 Secretary Wages**
- **50400 Bookkeeper/Accountant Wages** (if the administrative assistant and the bookkeeper is one and the same, record wages to either 50300 or 50400.)
- **50450 Business Manager Wages**
- **50500 Janitor Wages**
- **50550 Housekeeper/Cook Wages**
- **50600 Organist Wages**
- **50650 Choir Director Wages**
- **50700 Religious Education Wages**

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- **50750 Development Wages** (previously pastoral minister however this is no longer a position as this is not the role of a lay person)
- **50800 Cemetery Caretaker Wages**
- **50890 COVID-19 Wages**
- **50895 COVID-19 Health**

50900 FICA and Medicare Taxes

The parish matching contribution for FICA (Social Security) and Medicare taxes is recorded here. This is an expense to the parish. A State and Federal IRS Form W-4 must be on file for each employee to document their withholding.

Note: FICA and Medicare taxes are not withheld on clergy. Parishes and schools are not allowed to withhold or match these taxes. Federal and State withholding is voluntary.

50920 Health and Life Insurance

This is the parish portion of health and life insurance that is paid as an employee benefit. Employees re-enroll in the health and life plan each year with changes effective July 1. The chancery submits monthly billing statements which are ACH'd from the parish and school accounts on the 15th of the month.

50930 Retirement Plans

This is the parish portion of contributions to the pension (401K) plan paid as an employee benefit. The employee and employer contributions are submitted to the chancery office each month by the 8th for deposit into their Principal account.

50940 Workers Compensation Insurance

Premiums paid by the parish for workman's compensation insurance. This is billed annually by the chancery office. Monthly payments may be made with the final payment due by December 1.

50950 Unemployment

This account is used only if the parish participates in the State unemployment established through the Iowa Catholic Conference (ICC). This is most common when the parish operates a hot lunch program for the school. This is billed annually by the ICC and paid quarterly by the 15th.

51000 Administrative Expenses

This includes all general and administrative expenses of the parish.

51010 Telephone and Internet

Expenses for phone and internet service, including fax lines and installation charges.

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- 51015 Priest Cell Phone**
Priest cell phone reimbursement is up to \$50 per month per the priest compensation schedule. An invoice must be submitted for payment.
- 51020-51080 Supplies Accounts**
These include expenses for various administrative supplies and materials that meet the below criteria:
1. Used in the ordinary course of operations
 2. Individual items do not exceed \$5,000. If \$5,000 or more, evaluate whether they should be recorded as an 18000 fixed asset.
 3. Items are not specifically addressed in any other expense account.
- 51020 Supplies-Altar & Church**
These are supplies and materials used in the church. Subaccounts include:
- **51021 Seasonal Supplies**
 - **51022 Flowers/Greenery**
 - **51023 Altar Bread/Wine**
 - **51024 Missalettes**
 - **51025 Other Altar/Church Supplies**
- 51030 Supplies-Janitorial & Maintenance**
The cost of supplies for cleaning and maintaining the church, business office, and parish facilities.
- 51040 Supplies-Office**
The cost of paper goods, desk accessories, etc. used in the parish office(s).
- 51050 Supplies-Computer & Copier**
Expenditures for computer/copier lease expense, maintenance, supplies, paper, etc.
- 51060 Postage & Freight**
Amounts paid for stamps, bulk mailing, and other postage and freight costs.
- 51070 Printing**
Amounts paid for printing the parish bulletin and other printing.
- 51080 Envelopes**
Amounts paid for the cost of envelopes for parishioners.
- 51090 Priest Food & Provisions**
The cost of food and other necessary supplies for the parish priest(s).
- 51095 Sisters Room & Board**
Expenses directly related to the housing of the sisters of the parish, including rent/mortgage, heating, cooling, and general upkeep.

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- 51100 Dues & Subscriptions**
Fees for memberships in professional organizations and magazine, newspaper, and other subscription services.
- 51110 Meetings & Travel**
Amounts paid for attending meetings, retreats, seminars, and other reimbursements of business travel expenses. A copy of the receipts should be provided for payment.
- 51130 Entertainment Expenses**
Costs for entertaining parishioners and guests of the parish.
- 51140 Automobile Expenses**
The following automobile expenses are recorded here:
- Priest mileage reimbursement in excess of 500 miles per month (6,000 miles per year). A mileage log of all miles should be provided.*
 - Employee mileage reimbursement other than for meetings and travel identified in account 51110.*
- *Reimbursement paid based on the IRS mileage rate or a lower rate.
- Costs associated with the vehicles owned and controlled by the parish. This includes insurance expense, repairs, and licenses.
- 51150 Advertising & Promotions**
Costs paid for advertisements and promotions of upcoming parish events. Costs by parish sponsored organizations are recorded in 54000 accounts.
- 51160 Professional Services**
Costs for legal and other professional services. This does not include contractor payments.
- 51300 Educational/Ministry Expenses**
- 51310 Educational Materials**
The cost of educational materials used by the parish including bible school and CCD (PREP). Do not record school costs here.
- 51320 Choir**
The cost of materials used by the parish choir only.
- 51330 Youth Ministry**
The cost of materials used for youth ministry activities and events.
- 51335 Steubenville Expense**
Expense from events for Steubenville. This is recorded to a separate subaccount of checking.

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- 51340 Adult Education**
The cost of materials used for adult education classes and activities.
- 51350 RCIA**
The cost of materials used in RCIA ministry services.
- 51360 Continuing Education**
Payments made for programs attended by parish employees to gain further education in their position. Also, payments made to the pastor and deacon for continuing education expenses. This payment is up to \$250 based on documented invoices or receipts. Costs over \$250 are the priest/deacon's responsibility. This amount is subject to change based on the priest compensation schedule.
- 51370 Retreat Expense**
Payments made to the pastor and deacon for retreat expenses. This payment is up to \$400 based on documented invoices or receipts. Costs over \$400 are the priest/deacon's responsibility. This amount is subject to change based on the priest compensation schedule.
- 51380 Vacation Bible School**
The cost of materials used for Vacation Bible School.
- 51400 Building and Grounds**
Below are amounts paid for parish buildings. Individual items posted to repairs and maintenance that are \$5,000 or more need to be evaluated to determine whether they should be recorded as an 18000 fixed asset. Note that the parish may use a different capitalization amount.
Independent contractors that perform services for the parish are typically included in these accounts. A W-9 must be on file as the contractor is required to receive a 1099 NEC if he/she is not incorporated and is paid \$600 or more in the calendar year.

Utilities may be recorded in separate accounts similar to the below or they can be included in one account. Separate building accounts may be established for secondary churches and church buildings. 51410 provides an example:
- 51410 Utilities-Gas**
51411 Utilities-Gas-(List City of Assuming Parish)
51412 Utilities-Gas-(List City of Secondary Church)
51413 Utilities-Gas-(List City of Church Building)
- 51420 Utilities-Electric**

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- 51430 Utilities-Water/Sewer/Garbage**
- 51440 Repairs & Maintenance-Church**
This is for costs to repair and maintain the church facilities.
- 51450 Repairs & Maintenance-Residences**
This is for costs to repair and maintain the rectory, convent, parish hall, and other parish owned residences.
- 51460 Repairs & Maintenance-Grounds**
This is for costs to maintain the parish grounds including mowing, snow removal, landscaping, spraying, raking, tree pruning/removal, etc.
- 51470 Property & Liability Insurance**
Insurance premiums on the parish and parish owned properties.
- 51480 Property Taxes**
Taxes paid on parish owned properties. These properties must be included in an 18000 fixed asset account.
- 51900 Other Administrative Expenses**
- 51910 Miscellaneous Expenses**
Expense that is not properly classified in any other expense account. This account should rarely be used. If used, the balance should be kept to a minimum (\$500 or less).
- 51920 Bank and Other Fees**
The fees charged by banks/financial institutions for monthly service, direct deposit, penalties, etc.
- 51930 Background Checks**
The cost paid for a background check to be made on a new employee before he/she starts his/her employment.
- 52000 School Expense**
See separate section on school income and expense if the parish has an operational school. If the parish does not have a school or it is not operating, the 43000 and 52000 school accounts should not be used.
- 53000 Investments**
- 53100 High School Investment**
The amount charged the parish for being a corporate member of an inter-parochial high school. If the parish is not a corporate member, the per student charge for students in the parish that attend the catholic high school.

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- 53200 Grade School Investment**
The amount charged the parish for being a corporate member of an inter-parochial grade school. If parish is not a corporate member, the per student charge for students in the parish that attend the catholic grade school.
- 53300 Cathedraticum (aka Diocesan Administration)**
The annual amount, based upon ordinary income, that diocesan parishes pay to the diocese as instructed under Canon Law 1263.
- 53400 Religious Education Investment**
For parishes that share religious education programs with other parishes, this is the amount the parish pays for this purpose.
- 53500 TAO Investment**
Amount paid by the parish for their portion of Together as One (TAO) [previously Diocesan Annual Appeal (DAA)] when the fundraising goal is not met.
- 54000 Auxiliary Expense (previously named Entertainment & Festivals)**
These accounts are used to record the expenses from parish sponsored organization activities and other special events (e.g., bingo, raffles, festivals). A separate expense account should exist for each organization. Special events may be categorized in 54900. Related income is recorded in the 44000 accounts. Refer to account 11400 for further info on parish sponsored organizations. Examples of subaccounts are:
- **54100 Bingo Expense**
 - **54200 Women's Society Expense** (such as an altar or rosary society)
 - **54300 Men's Society Expense**
 - **54400 Youth Group Expense** (not to confuse with youth ministry which belongs in 51330, a separate checking subaccount is needed for youth group expense)
 - **54500 to 54899** (use for additional organizations as applicable)
 - **54900 Other Auxiliary Expense** (costs related to a specific event or group within the parish other than those above, e.g., parish held socials, festivals, and bazaars, including such events as coffee, picnics, funeral dinners, etc.)
- 58000 Depreciation Expense**
These are non-cash entries to record annual depreciation expense. For example:
- Debit 58200 Depr Expense – Buildings - Church
 - Credit 19100 Accumulated Depreciation – Buildings - Church
- Use straight line depreciation to calculate this. The expense accounts are below:
- **58200 Depreciation Exp–Buildings-Church**
 - **58250 Depreciation Exp–Buildings-Residence**
 - **58300 Depreciation Exp–Equipment-Church**
 - **58350 Depreciation Exp–Equipment-Residence**

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- **58400 Depreciation Exp–Furniture & Fixtures-Church**
- **58450 Depreciation Exp–Furniture & Fixtures-Residence**
- **58500 Depreciation Exp–Automobiles-Church**
- **58600 Depreciation Exp–Land Improvements**

59000 OTHER EXPENSE

59100 Cemetery Expense

Amounts paid for maintaining the cemetery. Related income is recorded in 49100. A W-9 must be on file for independent contractors that perform cemetery services. The contractor is required to receive a 1099-NEC if he/she is not incorporated and is paid \$600 or more in the calendar year. When more than one cemetery, use separate accounts, list city in the name.

59200 Daycare/Preschool Expense - Expenditures by the parish for providing daycare and preschool services. Related income is recorded in 49200.

59400 Interest Expense - Amounts paid or accrued for the use of borrowed funds.

59500 Charity/Donations/Gifts

Amounts paid to charities and other organizations as a donation from the parish (e.g., local fire department, American Heart Association, and other “thanksgiving” type payments). Also record amounts remitted for funds held accounts in excess of the amount collected here (e.g., if Catholic Relief collections were \$66 and the parish wishes to remit \$75, record the extra \$9 paid here.

****Do not record amounts to employees or vendors in this account.**

59600 In-Kind Expense - This expense account is used to record expenses from a service provided to the parish at no charge or significantly reduced charge. This is a non-cash payment. The related income is recorded to 49600.

59700 Parish Tuition assistance

Amounts the parish remits to the Catholic School to be used for tuition assistance. If the parish wishes to designate specific students/families that the funds should be applied to, a parish policy should be in place to stipulate how this determination is made. Related contributions are recorded to 49700. As mentioned in 49700, the donor does not receive contribution credit if the contribution is designated for a specific student(s).

59800 Scrip Disbursements – Parish - Amounts paid in operating the scrip program at the parish. Receipts are recorded in income account 49800.

Note on “Shared Parish” Reimbursements: Amounts paid to other parishes as reimbursements for expenses paid (such as salary, benefits, insurance, etc.) are not recorded to a “cluster” expense account. These should be recorded to the direct expense account(s) that they relate to.

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SCHOOL INCOME AND EXPENSE ACCOUNTS

Income	43000	SCHOOL INCOME	Header
Income	43100	School Tuition	43000
Income	43110	Current Tuition	43100
Income	43120	Fees	43100
Income	43130	Tuition-Past Years	43100
Income	43200	School Support	43000
Income	43210	Parish Investment/Subsidy	43200
Income	43211	- Parish #1	43210
Income	43212	- Parish #2	43210
Income	43213	- Parish #3	43210
Income	43220	Source #2	43200
Income	43230	Source #3	43200
Income	43300	School Activities	43000
Income	43310	General School Activities	43300
Income	43320	School Activity #1	43300
Income	43330	School Activity #2	43300
Income	43340	School Activity #3	43300
Income	43400	Hot Lunch Income	43000
Income	43410	Hot Lunch Ticket Sales	43400
Income	43420	Hot Lunch Government Subsidies	43400
Income	43500	Bus Income	43000
Income	43510	Bus Ticket Sales	43500
Income	43520	Bus Income Type #2	43500
Income	43530	Bus Income Type #3	43500
Income	43700	School Athletic Income	43000
Income	43710	General School Athletic Income	43700
Income	43720	Athletic Activity #1	43700
Income	43730	Athletic Activity #2	43700
Income	43740	Athletic Activity #3	43700
Income	43800	Developmental Income	43000
Income	43810	Contributions and Donations	43800
Income	43820	Fundraisers	43800
Income	43830	Grants	43800
Income	43840	Centennial Campaign	43800
Income	43850	Other Development Income (use additional subaccounts as needed)	43900
Income	43900	Other School Income	43000
Income	43910	General Other School Income	43900
Income	43920	Other Activity #1	43900
Income	43930	Other Activity #2	43900
Income	43940	Other Activity #3	43900

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Income	43950	Farm Income	43900
Income	43960	Rental Property	43900
Income	43970	Scrip Receipts – School	43900
Income	43980	Preschool/Daycare income	43900
Income	43990	Health Care Credit	43900
Expense	52000	SCHOOL EXPENSE	Header
Expense	52100	Administration Expense	52000
Expense	52110	Administrative Salaries	52100
Expense	52115	Priest/Religious Salaries	52100
Expense	52120	Secretarial Salaries	52100
Expense	52150	Admin Office Expense	52100
Expense	52170	Professional Services	52100
Expense	52180	Tuition Write-Off	52100
Expense	52190	Interest Expense	52100
Expense	52200	Development/Stewardship Expense	52000
Expense	52210	Development Director Salary	52200
Expense	52215	Development Staff Salary	52200
Expense	52220	Development Office Expense	52200
Expense	52250	Hot Lunch Expense	52000
Expense	52260	Hot Lunch Wages	52250
Expense	52270	Hot Lunch Expenses	52250
Expense	52300	Plant Operation Expense	52000
Expense	52310	Custodial Salary	52300
Expense	52320	Telephone	52300
Expense	52325	Internet	52300
Expense	52330	Utilities	52300
Expense	52331	- Electricity	52330
Expense	52332	- Heat (Gas)	52330
Expense	52333	- Water/Sewer/Garbage	52330
Expense	52340	Maintenance & Repairs-School	52300
Expense	52345	Maintenance & Repairs-Grounds	52300
Expense	52350	Janitorial/Equipment Supplies	52300
Expense	52360	Building Insurance	52300
Expense	52380	Equipment Expense	52300
Expense	52390	Depreciation Expense – School	52300
Expense	52391	- Depr Exp-Buildings-School	52390
Expense	52392	- Depr Exp-Equipment-School	52390
Expense	52393	- Depr Exp-Furniture & Fixtures-School	52390
Expense	52394	- Depr Exp-Land Improvements-School	52390
Expense	52400	Transportation Expense	52000
Expense	52410	Bus Drivers Salary	52400
Expense	52420	Vehicle Licenses	52400
Expense	52430	Vehicle Insurance	52400
Expense	52440	Vehicle Operation	52400

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Expense	52450	Professional Travel	52400
Expense	52500	Employee Benefits	52000
Expense	52510	Pension Plan	52500
Expense	52520	Social Security-Medicare Taxes	52500
Expense	52530	Unemployment	52500
Expense	52540	Health/Life Insurance	52500
Expense	52570	Workers Compensation	52500
Expense	52580	Hot Lunch Reimbursement	52500
Expense	52600	Instructional Salaries	52000
Expense	52610	Salaries – Instructor	52600
Expense	52640	Salaries – Substitute	52600
Expense	52650	Salaries – Extra Duty	52600
Expense	52700	Instructional Expenses	52000
Expense	52705	Business Education	52700
Expense	52710	Language Arts	52700
Expense	52720	Computer Lab	52700
Expense	52725	Fine Arts	52700
Expense	52735	Foreign Language	52700
Expense	52740	Guidance	52700
Expense	52745	Home Economics	52700
Expense	52750	Drivers Education	52700
Expense	52755	Library	52700
Expense	52760	Audio Visual	52700
Expense	52765	Math	52700
Expense	52770	Physical Education	52700
Expense	52775	Science	52700
Expense	52780	Social Studies	52700
Expense	52785	Theology	52700
Expense	52790	Teaching Supplies	52700
Expense	52795	Special Programs	52700
Expense	52800	Curriculum & Staff Development	52000
Expense	52810	Memberships	52800
Expense	52811	NCEA	52800
Expense	52820	In-service	52800
Expense	52830	Community of Faith	52800
Expense	52840	Continuing Education	52800
Expense	52850	Workshops	52800
Expense	52860	Professional Subscriptions	52800
Expense	52870	Curriculum	52800
Expense	52880	NCEA	52800
Expense	52900	Other Student Services	52000
Expense	52910	Student Assemblies	52900
Expense	52920	Parent/Community Service	52900
Expense	52930	School Board	52900

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Expense	52940	Religious Programs	52900
Expense	52950	Chapel Expense	52900
Expense	52960	School Tuition Assistance	52900
Expense	52970	Scrip Disbursements – School	52900
Expense	52980	Preschool/Daycare Expense	52900
Expense	52490	Depreciation Exp-Automobiles-School	52990

SCHOOL INCOME ACCOUNTS

43000 **SCHOOL INCOME**

This is the main account (header) for all school revenue accounts. Accounts 43100, 43200, 43300, 43400, 43700, 43800, and 43900 should be linked to this account. Within each account, subaccounts can be created.

43100 **School Tuition**

Fees paid for the instruction of students. Revenues from daycare, preschool, and before or after school care services are not coded here. All payments may be recorded in account 43100 or these may be split by type of tuition as follows:

- **43110 Current Tuition**
- **43120 Fees**
- **43130 Tuition Past Years**

43200 **School Support**

Monies received from an outside entity to help fund the school (such as a parish or foundation). This amount is not to be paid back. Similar to 43150, all support can be recorded to 43200 or make subaccounts similar to the following:

- **43210 Parish Investment/Subsidy** - Investment amounts received from parishes that are corporate members of the school and those that may not be corporate members but have students that attend. All payments may be recorded in account 43150 or these may be split by parish as follows:
 - **43211 Parish #1**
 - **43212 Parish #2**
 - **43213 Parish #3**
- **43220 Source #2**
- **43230 Source #3**

43300 **School Activities**

Monies that are generated through school functions outside the normal school activities. Examples include special student fund raising campaigns, class funds, music boosters, yearbook, student council, drivers education, projects such as Then Feed Just One, etc. Create subaccounts for activities that are on-going. For those that are not, record the income in a general subaccount similar to the following.

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- **43310 General School Activities**
- **43320 School Activity #1**
- **43330 School Activity #2**
- **43340 School Activity #3**

43400 **Hot Lunch Income**

Receipts from the sale of food and beverage in the school cafeteria/lunch program. The following subaccounts are recommended:

- **43410 Hot Lunch Ticket Sales** - Actual receipts from students purchasing the meal plan. At your option, you may wish to further break this down into adult lunch, student lunch, and milk subaccounts.
- **43420 Hot Lunch Government Subsidies** - Funds received from the Federal and State government to subsidize school lunch costs. At your option you may wish to further break this down into federal and state subsidy subaccounts.

43500 **Bus Income**

Record receipts for ticket sales, bus reimbursement, federal and state tax receipts and other revenues received in operating the school buses. Related expenses are recorded under 52400-Transportation Expense. If subaccounts are used, follow the below account numbering. We have not listed standard account names as this varies based on the type of program.

- **43510 Bus Ticket Sales**
- **43520 Bus Income Type #2**
- **43530 Bus Income Type #3**

43700 **School Athletic Income**

Money received from ticket sales and concession revenues collected at a sporting event, participation fees, etc. Create subaccounts for activities that are on-going. For those that are not, record the income in a general subaccount similar to the following:

- **43710 General School Athletic Income**
- **43720 Athletic Activity #1**
- **43730 Athletic Activity #2**
- **43740 Athletic Activity #3**

43800 **Developmental Income**

Money received from the development/stewardship office or a related activity. Annual gala balls, grants are an example of this type of income. Establish related expense accounts in the 52200 accounts. Create subaccounts for activities that are on-going similar to the following:

- **43810 Contributions and Donations**
- **43820 Fundraising**
- **43830 Grants**
- **43840 Centennial Campaign**
- **43850 Other Development Income**

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43900 Other School Income

Income received that is not properly classified into any other income accounts within the school section. Examples include, preschool, daycare, parent groups, etc. Create subaccounts for activities that are on-going. For those that are not, record the income in a general subaccount similar to the following:

- **43910 General Other School Income**
- **43920 Other Activity #1**
- **43930 Other Activity #2**
- **43940 Other Activity #3**
- **43970 Scrip Receipts – School** - Amounts received in operating the scrip program at the school. Disbursements are recorded in 52970.
- **43980 Preschool/Daycare** - Revenues from daycare fees and preschool tuition programs run by the school. Related expenses are recorded to 52980.

SCHOOL EXPENSE ACCOUNTS

52000 SCHOOL EXPENSES

This is the main account (header) for all school expense accounts. Accounts 52100, 52200, 52250, 52300, 52400, 52500, 52600, 52700, 52800, and 52900 should be linked to this account. Within each account, subaccounts can be created.

52100 Administrative Expense

This includes all general and administrative expenses of the school. Below are the main categories of subaccounts that are linked to 52100. The gross compensation paid to the administrative, clergy/religious, and secretarial staff working at the school are recorded to 52110, 52115, and 52120. Christmas gifts and bonuses are also recorded here.

- **52110 Administrative Salaries**
- **52115 Priest/Religious Salaries (School)**
- **52120 Secretarial Salaries**
- **52150 Admin Office Expense** - Cost of supplies and other items used in the administrative offices of the school and other expenses. You may want to add further subaccounts similar to the below:
 - **52151 Office Supplies**
 - **52152 Computer & Copier Supplies**
 - **52153 Postage & Freight Cost**
 - **52154 Printing & Envelope Cost**
 - **52155 Dues & Subscription Cost**
 - **52156 Meetings & Travel Cost** (or include in 52460)
 - **52157 Advertising & Promotions**

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- **52170 Contracted Services** - Services provided by independent contractors instead of school employees. Ensure a W-9 is on file for each contractor so the 1099 can be filed if required.
- **52190 Interest Expense** - Amounts paid or accrued for the use of borrowed funds.

52200 Development/Stewardship Expense

This includes all development/stewardship expenses incurred to further enhance the mission and vision of the school. The gross compensation paid to the development director and staff are recorded in 52210 and 52215. Christmas gifts and bonuses are also recorded here.

- **52210 Development Director Salary**
- **52215 Development Staff Salary**
- **52220 Development Office Expense** You may want to add further subaccounts similar to those under Administration Office Expense.

52250 Hot Lunch Expense

Payments for compensation, food, beverages, and related for operating the school cafeteria/lunch program. The following subaccounts are recommended:

- **52260 Hot Lunch Wages** - Gross compensation paid to hot lunch staff at the school. Christmas gifts and bonuses are also recorded here.
- **52270 Hot Lunch Expenses** - Costs, other than wages, that are directly related to the school's hot lunch program.

52300 Plant Operation Expense

Below are amounts paid for school buildings. Individual items posted to maintenance and repairs that are \$5,000 or more need to be evaluated to determine whether they should be recorded as an 18000 fixed asset. Note that the school may use a different capitalization amount.

Independent contractors that perform services for the parish are typically included in these accounts. A W-9 must be on file as the contractor is required to receive a 1099-Misc if he/she is not incorporated and is paid \$600 or more in the calendar year.

This includes all payments related to the upkeep and maintenance of the school building. The following subaccounts are recommended:

- **52310 Salaries-Custodial** - Christmas gifts and bonuses are also recorded here.
- **52320 Telephone 52325 Internet**
- **52330 Utilities**
 - **52331 Electricity**
 - **52332 Heat (Gas)**
 - **52333 Water/Sewer/Garbage**
- **52340 Maintenance & Repairs-School** - This is for costs to repair and maintain the school and school owned facilities.

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- **52345 Maintenance & Repairs-Grounds** - This is for costs to maintain the school grounds including mowing, snow removal, landscaping, spraying, raking, tree pruning/removal, etc.
- **52350 Janitorial/Equipment Supplies** – The cost of supplies for cleaning and maintaining the school and school facilities.
- **52360 Building Insurance** - Insurance premiums on the school and school owned properties.
- **52380 Equipment Expense** - Costs related to the rental of equipment by the school and other equipment costs.
- **52390 Depreciation Expense - School**

These are non-cash entries to record annual depreciation expense. For example:

- Debit 58200 Depr Expense – Buildings - Church
- Credit 19100 Accumulated Depreciation – Buildings - Church

Use straight line depreciation to calculate this. The expense accounts are below:

- **52391 Depreciation Exp–Buildings-School**
- **52392 Depreciation Exp–Equipment-School**
- **52393 Depreciation Exp–Furniture & Fixtures-School**
- **58394 Depreciation Exp–Land Improvements-School**

Note: The Diocese does not currently require you to record depreciation expense.

52400

Transportation Expense

- **52410 Vehicle Licenses** – Licenses for vehicles owned by the school.
- **52420 Vehicle Insurance** – Insurance premiums for vehicles owned by the school.
- **52430 Vehicle Operation** – Fuel and maintenance expenses for vehicles driven for school purposes.
- **52440 Priest Transportation** – Vehicle expenses or reimbursement for priest transportation.
- **52450 Sister Transportation**– Vehicle expenses or reimbursement for sister transportation.
- **52460 Professional Travel** – Travel expenses and mileage reimbursements of professional staff members of the school. If preferred, include this in the individual departments.
- **52480 Bus Drivers Salary** – Gross amount of compensation paid to school bus drivers. Christmas gifts and bonuses are also recorded here.
- **52490 Depreciation Exp-Automobiles-School** - Refer to 52390 for an explanation.

Bus revenues are recorded under 43500.

52500

Employee Benefits

- **52510 Pension Plan** - This is the school portion of contributions to the pension (401K) plan paid as an employee benefit. The employee and employer contributions are submitted to the chancery office each month by the 8th for deposit into their Principal account.
- **52520 Social Security-Medicare Taxes** - The school matching contribution for FICA (Social Security) and Medicare taxes is recorded

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here. This is an expense to the school. A State and Federal IRS Form W-4 must be on file for each employee to document their withholding. Note: FICA and Medicare taxes are not withheld on clergy. Parishes and schools are not allowed to withhold or match these taxes. Federal and State withholding is voluntary.

- **52530 Unemployment** - This account is used if the school participates in the State unemployment established through the Iowa Catholic Conference (ICC). This is billed annually by the ICC and paid quarterly by the 15th.
- **52540 Health/Life Insurance** - This is the school portion of health and life insurance that is paid as an employee benefit. Employees re-enroll in the health and life plan each year with changes effective July 1. The chancery submits monthly billing statements which are ACH'd from the parish and school accounts on the 15th of the month.
- **52570 Workers Compensation** - Premiums paid by the school for workman's compensation insurance. This is billed annually by the chancery office. Monthly payments may be made with the final payment due by December 1.
- **52580 Hot Lunch Reimbursement** – Discounts given to teaches and employees for providing hot lunch to them.

52600

Instructional Salaries

The below accounts are used to record the gross wages paid for full and part-time teachers, substitute teachers, and extra duty teachers (e.g., coaches). Christmas gifts and bonuses are also recorded here.

- **52610 Salaries – Instructor**
- **52640 Salaries – Substitute**
- **52650 Salaries – Extra Duty**

52700

Instructional Expenses

These are amounts paid for educational supplies and expenses. Report amounts in the appropriate account classifications as shown in the below recommended subaccounts:

- **52705 Business Education**
- **52710 Language Arts**
- **52720 Computer Lab**
- **52725 Fine Arts**
- **52735 Foreign Language**
- **52740 Guidance**
- **52745 Home Economics**
- **52750 Drivers Education**
- **52755 Library**
- **52760 Audio Visual**
- **52765 Math**
- **52770 Physical Education**
- **52775 Science**

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- **52780 Social Studies**
- **52785 Theology**
- **52790 Teaching Supplies**
- **52795 Special Programs**

52800 **Curriculum & Staff Development**

Below are recommended subaccounts for this section:

- **52810 Memberships** - Expenditures for memberships in professional organizations.
- **52811 NCEA** – Payments directly related to National Catholic Educational Association (NCEA) membership.
- **52820 In-service** – Payments for in-service and related activities.
- **52830 Community of Faith** – Amounts paid for Community of Faith projects and related activities.
- **52840 Continuing Education** – Payments made for programs attended by school employees to gain further education in their position.
- **52850 Workshops** – Costs for workshops held by the school or expenses for outside workshops attended by school employees.
- **52860 Professional Subscriptions** – Payments made for subscriptions to professional literature.
- **52870 Curriculum** – Expenditures related to curriculum development.

52900 **Other Student Services**

Below are recommended subaccounts for this section. These specific accounts may vary based on the programs that your school is involved in.

- **52910 Student Assemblies** – Costs related to student assemblies.
- **52920 Parent/Community Service** – Costs directly related to administering parish and community services, including parent groups.
- **52930 School Board** – Costs related to school board activities.
- **52940 Religious Programs** – Payments made for providing programs with a religious purpose.
- **52950 Chapel Expense** – Costs related to the chapel.
- **52960 – School Tuition Assistance** - Amounts the school incurs for tuition assistance. A school policy should be in place to determine how this is administered. This is a non-cash transaction.
- **52970 – Scrip Disbursements-School** – Amounts paid in operating the scrip program at the school. Receipts are recorded in income account 43970.
- **52980 – Preschool/Daycare** - Expenditures by the school for providing daycare and preschool services. Related income is recorded in 43980.