



## Catholic Diocese of Columbus

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### **203.3 - Chart of Accounts – Agencies & Institutions**

Accounting for Diocesan Offices, Agencies and Institutions is performed on an accrual basis of accounting. Income and expense items will be recognized in the Statement of Activity in the period they are applicable to, even if the receipt occurred in a prior fiscal period or the disbursement occurred in a prior period. This section outlines the standard chart of accounts for all Offices, Agencies and Institutions. To facilitate control over income and expenses, the entities should establish sub-accounts where segregation is of value.

- Assets – 100's
- Liabilities – 200's
- Equity (Net Assets) – 300's
- Income – 400's
- Expense – 500's

The following is the list of standard accounts and entries to be used.

#### **INCOME**

##### 400 – Service Program Fees

Includes any fee received in payment of a program or service rendered such as retreats, tribunal fees, children's services, etc., provided the total service rendered is by your office/agency.

##### 401 – Seminar and Meeting Fees

Includes direct fees received from participants to help defray the cost of seminars, meetings and in-service programs.

##### 402 – Membership Fees

Includes membership fees collected, annual or periodic, from individuals, parishes, institutions, agencies, offices, etc., in support of your office/agency.

##### 403 – Organizations Contributions

Includes contributions received from individuals, clubs, guilds, social groups, etc. organized to assist your office/agency.

##### 404 – Parish or Parish Societies

Includes contributions donated by a parish or one of its societies, such as Men's Club or Women's Club. Also includes fees charged to a parish for services rendered or a special collection received from a parish.



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#### 405 – Special Collections

Includes receipts covering emergency requests for funds to support on-going services or programs of an office/agency for special projects. Does not include funds received from parishes or the diocese (account 404 and 470 respectively). Posting to this account is free-will offerings as distinguished from fund-raising activities (account 406).

#### 406 – Fund-Raising Activities (Net)

Includes receipts from regular activities such as bingo, festivals, raffles and other fund-raisers. Resulting expenses incurred will be deducted from receipts and posted as a net receipt.

#### 407 – Special Fund Drives (Net)

Includes receipts from a direct fund drive appeal for a specific program or service. Resulting expenses incurred will be deducted from receipts and posted as a net receipt.

#### 408 – Special Gifts or Donations

Includes large gifts or donations usually from one source and generally on a non-recurring basis.

#### 409 – Merchandise Sales

Includes funds received from the sale of any merchandise, whether produced, purchased for resale, or received as a contribution in kind.

#### 410 – Chapel Income

Includes offerings, sale of pamphlets and votive candles, and all other donations made to a chapel or in conjunction with a liturgical service.

#### 411 – Contributions In Kind

Includes non-cash contributions, such as property, jewelry, artwork, etc. Contributions of this type are recorded at the fair market value, typically based on an appraisal. When these items are recorded, the credit would be made to this account and a debit to an asset account. If the item is disposed of, the transaction would be a balance sheet only transaction, with the credit to the asset account and the debit to a cash account.

#### 412 – Other Office/Agency Income

Includes interest, rents, and all other income received directly by the office/agency. Also includes income (not shared or reimbursed expenses) received from other offices or agencies.

#### 420 – Public Agency Support – United Way

#### 430 – Public Agency Support – City

#### 440 – Public Agency Support – County

#### 450 – Public Agency Support – State



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#### 460 – Public Agency Support – Federal

Includes all funds received from a specified agency or government body whether for the current year, advances on coming year, receivables from a prior year of contractual arrangements for purchased services. If more than one program is involved with the same agency or government body, sub-accounts should be used.

#### 470 – Diocesan Support Received (Net)

Includes all grants, allocations, subsidies or other funds received directly from the diocese. Does not include loans. Note: unused funds returned to the diocese are debited here to arrive at net diocesan support.

#### 499 – Net Assets Released From Restriction

Includes amounts released from permanently restricted funds or temporarily restricted funds for use in supporting the operation of the office or agency. Includes distributions from endowment funds.

### **EXPENSE**

#### 500 – Administrative Salaries

Includes gross salaries (but not benefit or allowance costs) of personnel with management responsibilities such as office or agency directors or assistant directors. Also includes supervisors with management responsibilities for special programs, services or offices.

#### 501 – Office Salaries

Includes gross salaries (but not benefit or allowance costs) of office personnel such as clerks, typists, receptionists, bookkeepers, etc.

#### 502 – Staff Salaries

Includes gross salaries (but not benefit or allowance costs) of personnel directly engaged in services or programs which usually require professional experience but whose duties are not supervisory by nature.

#### 503 – Counseling Salaries

Includes gross salaries (but not benefit or allowance costs) of personnel qualified for and engaged in some area of counseling.

#### 504 – Maintenance Salaries

Includes gross salaries (but not benefit or allowance costs) of personnel engaged in maintenance, repair, groundskeeping or custodial services.



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#### 505 – Household Salaries

Includes gross salaries (but not benefit or allowance costs) of personnel engaged in housekeeping, cooking, laundering, cleaning or other household duties.

#### 506 – Nursing Salaries

Includes gross salaries (but not benefit or allowance costs) of registered or licensed practical nurses actively engaged in professional practice.

#### 507 – Casual Labor & Contracted Fees

Includes payment for contract work including temporary labor or part-time services. Also may include contracting for regular part-time professional services, such as doctor or industrial nurse, which are not directly applicable to a service program or specific expense allocation. These services are contracted for and since they are not salaried employees, government withholding and other taxes are not required to be made.

#### 515 – Social Security (Employer's Share)

Includes employer paid share of the cost of social security and medicare.

#### 516 – Diocesan Pension Plan

Includes employer paid share of the cost of the diocesan pension plans covering priests, lay employees and lay teachers.

#### 517 – Life and Health Costs

Includes employer paid share of costs of life or health benefit plan covering all eligible employees. Includes medical, dental, life, long term disability, long term care, etc.

#### 518 – Worker's Compensation

Includes cost of worker's compensation insurance.

#### 519 – Housing Allowances

Includes payments usually made to clergy and religious, but may include other employees, based on a prearranged agreement for a set housing allowance. Payment may be made directly to the employee or to a religious community.

#### 520 – Transportation Allowances

Includes payments usually made to clergy and religious, but may include other employees, based on a prearranged agreement for a set transportation allowance. Payment may be made directly to the employee or to a religious community.



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#### 521 – Other Pension Programs and Allowances

Includes employer paid share of costs paid to a pension plan other than the Diocesan pension plan (i.e. paid to a religious community for pension). Also includes any other agreed cost allowances not provide for elsewhere.

#### 522 – Unemployment Compensation

Includes employer paid cost of unemployment compensation insurance.

#### 523 – Continuing Education

Includes authorized payments of fees, tuition or other direct educational costs incurred by an employee for the extension of professional training.

#### 524 – Retreats

Includes authorized payment of cost of making a retreat usually by clergy or religious but may include other employees.

#### 530 – Vehicle Leases and Expense

Includes payment of leased-vehicle expenses such as the least payment, fuel, maintenance and insurance.

#### 531 – Owned-Vehicle Expense

Includes payment of owned-vehicle expenses such as fuel and maintenance. Does not include insurance premium cost since owned vehicles are covered by the Diocesan self-insurance program and premium payments are recorded in account 549 – Insurance.

#### 532 – Employee Mileage Reimbursement

Includes payment of an employee-owned vehicle expense incurred while working for the employer. Reimbursement is usually made on an agreed mileage allowance.

#### 533 – Convention Travel and Expense

Includes travel, lodging, meals, fees and other costs directly incurred at an authorized convention, seminar or meeting which normally involves away from home accommodations.

#### 534 – Vehicle Purchases

Includes net cost, after interest and other costs less trade-in if applicable, of a purchased vehicle. If purchased on the installment plan, post total monthly payment without segregating interest or other charges. Note: does not include a single purchase or installment plan purchase exceeding \$5,000. These are capitalized (see Fixed Asset section)



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#### 540 – Office Supply and Expense

Includes expenses normally incurred in the operation of an office. Does not include telephone, postage and mailing.

#### 541 – Telephone

Includes installation, monthly charges, long distance services, and directory advertising. Note: reimbursements received for personal calls made are to be deducted from this account.

#### 542 – Postage and Mailing

Includes stamps, metered mail cost and purchased mail service. Also includes outside service cost of labeling, sorting and addressing mail. Does not include those costs directly related to a specific service or program. These are recorded in account 550 – Program Services Supply & Expense. Also does not include equipment purchased or leased to perform mail services. These are recorded in account 553 – Equipment Purchases or 546 – Equipment Leases and Expense or 140 – Fixed Assets.

#### 543 – Office or Building Rent

Includes rent payment for building or office space whether paid internally to the diocese, to another office or agency, or to a landlord or rental agency. Also includes ground rental for parking lots, etc.

#### 544 – Printing, Duplicating, Newsletter Costs

Includes the cost of printing, copying, or duplicating supplies, and repair costs. Also includes reports or newsletters printed on a continuing basis.

#### 545 – Dues, Fees, Publications

Includes dues, memberships, purchase of periodicals and other publications related to the services or programs of an office/agency.

#### 546 – Equipment Leases and Expense

Includes lease payments and other expenses directly relating to leased equipment such as repairs, insurance, etc. Does not include vehicles which are recorded in account 530 – Vehicle Leases and Expense.

#### 547 – Seminar and Meetings Supply and Expense

Includes costs of seminars and meetings conducted by an office or agency. Also includes directly related costs such as hall or equipment rental and cost of food and supplies. Does not include these types of expenses incurred for a specific program. These expenses are recorded in 550 – Service Programs Supply & Expense.

#### 548 – Professional Fees

Includes cost of professional services which directly relate to an office or agency, such as legal and accounting fees and professional consultation.



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#### 549 – Insurance

Includes cost of property and casualty insurance, automobile, etc. insurance, whether paid to the Diocesan Self-Insurance program or to a commercial carrier. Does not include life or health premiums which are recorded in 517 – Life and Health Costs, or Worker’s Compensation insurance premiums which are recorded in 518 – Worker’s Compensation.

#### 550 – Service Programs Supply & Expense

Includes all direct costs, not listed elsewhere, which are chargeable to a specific service program. Examples are special rents for hall or equipment, special stipends and program materials and supplies. Food costs are recorded in account 575 – Food Services. These office/agency programs are usually periodic and for a limited time such as a day or weekend. Does not include direct costs of on-going service aid programs. These expenses are posted to specific accounts (see accounts 575 through 590).

#### 551 – Audio-Visual Aids

Includes cost of DVD’s, CD’s, VCR tapes, cassettes, films, DVD players, CD players, VCR players, tape recorders and other a-v supplies for general office/agency use, not a specific program.

#### 552 – Public Relations

Includes costs of advertising, entertainment and social events incurred in the promotion of the total services or programs of an office or agency.

#### 553 – Equipment Purchases

Includes net costs, after interest and other costs less trade-in if applicable, of a purchased item of office equipment, furniture and fixtures or program equipment (not vehicles). If purchase on the installment plan, record total monthly payments without segregating interest or other charges. Note: does not include a single purchase, including installment plan purchase, in excess of \$5,000. These are recorded in account 140 – Fixed Assets.

#### 560 – Household Supply and Expense

Includes all food and beverage purchased for table use other than programs. Also includes kitchen, cleaning, and other supplies used in maintaining a home or institution exclusive of maintenance and laundry supplies. These are recorded in 562 – Maintenance Supply and Repair and 564 – Laundry, respectively.

#### 561 – Chapel Supply and Expense

Includes cost of altar and sanctuary, supplies, misselets, hymnals, vestments, votive lights, flowers and any other expenses directly connected with the chapel. Does not include maintenance or repair costs, which are recorded in account 562 – Maintenance Supply and Repair.



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#### 562 – Maintenance Supply and Repair

Includes janitorial and maintenance supplies and cost of repairs to building, furnishings and equipment. Also includes capital repairs or improvements to above provided that the total cost of each job or contract does not exceed the requirement for capitalization.

#### 563 – Utilities

Includes fuel, electric and water costs incurred at owned or rented property for the housing of, or other use by an office or agency.

#### 564 – Laundry

Includes cost of laundry and cleaning supplies or applicable contracted services incurred by office or agency in on-going program.

#### 565 – Contracted Services

Includes cost of a contracted service which is not specifically listed in the chart of accounts and is incurred in an on-going program or service of an office or agency, such as guard service and disposal service.

#### 566 – Property Taxes

Includes real estate taxes paid on all or part of an owned property which does not qualify for total tax exemption.

#### 567 – Cost of Merchandise Sold

Includes the cost of all items sold. Cost is determined on an actual cost basis for the item.

#### 568 – Interest Paid

Includes payment of interest on office or agency debt. Does not include interest paid on installment loans for the purchase of vehicles or equipment.

#### 575 – Food Services

Includes cost of food distributed or served at no charge or money given to purchase food in an on-going service or program of an office or agency. Does not include food for table in home or institution, which are recorded in account 560 – Household Supply and Expense.

#### 578 – Medical Services

Includes direct payment for medical services for a participant in an on-going service or program of an office or agency.





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#### 581 – Children Services

Includes direct payments made to others (non-employees) for all direct services, exclusive of food and medical costs, for benefit of children participating in an on-going service or program of an office or agency.

#### 584 – Elderly Services

Includes direct payments made to others (non-employees) for all direct services, exclusive of food and medical costs, for the benefit of senior citizens participating in an on-going service or program of an office or agency.

#### 587 – Family Services

Includes direct payments made to others (non-employees) for all direct services, exclusive of food and medical costs, for the benefit of families participating in an on-going service or program of an office or agency.

#### 590 – Clergy or Religious Services

Includes direct payments made to others (non-employees) for all direct services, exclusive of food and medical costs, for the benefit of clergy or religious participating in an on-going service or program of an office or agency.

#### 595 – Depreciation

Includes depreciation expense on all fixed assets. A sub-account should be established for each asset category.

#### 599 – Shared Cost (Net)

If an arrangement exists between offices by which employees are shared between the offices, the recognition of the costs shared are to be recorded in this account. There may also be arrangements by which one office incurs expenses (i.e. office supplies) and then shares the cost with one or more other departments. The recognition of the costs shared are to be recorded in this account.

### **ASSETS**

#### Checking & Savings

Each individual checking or savings account in the Parish Aid Fund is to be recorded in a separate asset account and reported on the Statement of Financial Position. Account numbers between 100 and 109 are to be used.

The types of accounts that would typically be included are:

Operating Checking account  
PAF Savings accounts



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#### Accounts Receivable

Receivables include amounts billed but not yet received for program fees. In addition, when a pledge is made to a fundraising campaign, a receivable is recorded for the amount not yet paid. It is important that receivables are reviewed on at least a yearly basis and an entry recorded for amounts that are deemed to be uncollectible.

110 – Accounts Receivable

115 – Uncollectible Accounts Receivable

#### Other Current Assets

Assets which should be categorized under Other Current Assets includes prepaid expenses and inventory of merchandise held for sale.

120 – Prepaid Expenses

125 – Inventory – recorded as items are purchased for sale. Annual Physical Inventory will occur to establish the value as of the end of the fiscal year. Adjustments will be made to reflect shrink as well as to adjust to lower of cost or market.

#### Fixed Assets

All land, property, buildings, automobiles, equipment and improvements to buildings which meet the criteria of policy 210.0 – Capitalization, are to be recorded as a Fixed Asset. The following asset and accumulated depreciation accounts are to be used:

180 – Negotiable Real Estate

181 – Cost – Institutional Real Estate

182 – Land – Future Parish Sites

183 – Cost - Automobiles

184 – Cost - Vestments

185 – Cost – IT Equipment

186 – Cost – Furniture & Fixtures

187 – Cost – Building Improvements

191 – Accumulated Depreciation – Institutional Real Estate

193 – Accumulated Depreciation - Automobiles

194 – Accumulated Depreciation - Vestments

195 – Accumulated Depreciation – IT Equipment

196 – Accumulated Depreciation – Furniture & Fixtures

197 – Accumulated Depreciation – Building Improvements

#### Other Assets

Other Assets includes amounts held at the Catholic Foundation and amounts held in separate Foundations that are required to be reported in the Statement of Financial Position as defined below.



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For Endowments and Foundations, the Statement of Financial Position is to contain an account for each endowment or foundation that is irrevocably established solely for the benefit of the agency or institution (per FASB 136). The exception would be donor designated endowments where the donor can modify the beneficiary of the endowment at their discretion. This includes endowments held at the Catholic Foundation as well as endowments held elsewhere.

#### **Beneficial Interest**

Beneficial Interest includes amounts held at the Catholic Foundation or held by a Foundation which meets our reporting requirements outlined above. These amounts must be included in the Statement of Financial Position at market value. The amount reported is the market value of each fund. The classification into unrestricted, temporarily restricted and permanently restricted is based on the definition contained in FSAB 117 in conjunction with the donor's intent. The accounts to be used are:

130 – Beneficial Interest – Catholic Foundation

#### **Foundations**

The net assets of any Foundation meeting our reporting guidelines above must be reported on the Statement of Financial Position. The account to be used is:

135 – Outside Foundations

### **LIABILITIES**

#### **Current Liabilities**

##### Accounts Payable

Accounts Payable represent the value of goods or services received, for which payment has not yet been made. General accounts payable are to be recorded in the following account:

200 – Accounts Payable

During each payroll cycle, amounts are withheld from employee's gross pay which are due and payable to others. These must be recorded at the time of the payroll using the following accounts:

220 – Employee Benefit Insurance Withheld

221 – Payroll Taxes Withheld

222 – Pension Payments Withheld

223 – Other Payroll Withholdings

In addition, during the payroll cycle, the office or agency assumes responsibility for payment of their share of employee benefits. These are to be recorded at the time of the payroll using the following accounts:

225 – Employee Benefit Insurance – Employer Share

226 – Payroll Taxes – Employer Share



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227 – Pension Payments – Employer Share  
 228 – Other Payroll Liabilities – Employer Share

Sub-accounts should be established for each withholding or employer share of employee benefits within each major account. For example, a sub-account would be established for federal taxes withheld, state income tax withheld and each local tax withheld under account 221 – Payroll Tax Withheld.

Deferred Revenue

Payments received in one fiscal year, that represents revenue applicable to the following fiscal year is to be recorded as deferred revenue in the following account:

225 – Deferred Income

**Long Term Liabilities**

Loans & Notes Payable

Under certain circumstances, an office or agency may borrow funds from the Diocese or Parish Aid Fund. The amount borrowed is to be recorded as a Loan or Note Payable in the following account:

230 – Loans/Notes Payable

**EQUITY**

Net Assets – Operating

An equity account will be established for each major category of equity as follows:

350 – Permanently Restricted Net Assets

355 – Temporarily Restricted Net Assets

360 – Obligated Unrestricted Net Assets

3900	–	Unrestricted	Net	Assets
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- Permanently restricted net assets are typically those held in an endowment fund or Foundation for which release of those funds is restricted by a fund document that limits withdrawals to earnings only.
- Temporarily restricted net assets are funds held for a specific purpose that may only be used for that purpose. Release of those funds are typically at the discretion of the office or agency and are not limited to the amount that may be withdrawn.
- Obligated unrestricted net assets are those which were given to the office or agency without donor restriction on usage, but for which the office or agency has set aside for a specific purpose. Release of those funds are typically at the discretion of the office or agency and are not limited to the amount that may be withdrawn.



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- Unrestricted net assets are those which were given to the office or agency without donor restriction on usage and for which the office or agency has retained for general use. Release of those funds are typically at the discretion of the office or agency and are not limited to the amount that may be withdrawn.