



ARCHDIOCESE OF BOSTON
66 BROOKS DRIVE
BRAINTREE, MASSACHUSETTS 02184-3839

June 7, 2021

Dear Bishop/Monsignor/Father:

The Fiscal Year 2020 consolidated financial statements and accompanying annual report were completed and presented for review to the public. We continue to make progress on all fronts with your assistance and the assistance of your Finance & Operations Managers, Business Managers, and other support personnel. We are beginning to work on the 2021 fiscal year and ask that you continue your support.

In the last year, we all faced unprecedented changes in our daily routines due to COVID-19 and settling into a new normal. We've seen Finance & Operations Managers and Business Managers adapt, use today's available technology and through their extraordinary effort and dedication, continue to meet their time sensitive deadlines and provide timely financial information. We want to express our gratitude to the Finance & Operations Managers and the Business Managers for their dedication in helping us adhere to the Corporation Sole audit schedule and ultimately provide timely financial information to our parishioners.

The SBA Paycheck Protection Program (PPP1 and PPP2) loans, while a great benefit to us in these financially trying times, have also added an additional layer of requirements from a recordkeeping standpoint with respect to recording the necessary accounting entries for these loans. These recordkeeping requirements are necessary in order to satisfy our external auditor's requirements and the possibility of a future SBA review. Additionally, as a result of these loans, some parishes and schools have had to open new bank accounts to maintain these funds. Others have had the funds deposited directly into their existing operating accounts. With the additional layer of cash and recordkeeping requirements brought on by these loans, it is extremely important that all bank reconciliations are prepared timely and included in the year end questionnaire package. We have continued to provide guidance and assistance in order to successfully complete the loan forgiveness application process together. At this point in time, approximately 84% of the loans have been forgiven with the remainder in the process of being forgiven.

To maintain our external audit schedule and ultimately provide timely financial information to our parishioners, the due date for the Fiscal Year 2021 Questionnaire is August 10, 2021. We ask that you carefully review the questionnaire along with the questionnaire instruction letter. You may return the completed questionnaire files electronically via email to Questionnaire@rcab.org. These files should include all June 30, 2021 bank statements along with the QuickBooks and Intacct reconciliations. If you are unable to send the files via email, please mail them to the following address:

Finance Department
Attention: Paul Dodd, Accounting Manager Archdiocese of Boston
66 Brooks Drive
Braintree, MA 02184-3839

As always, you and your staff are encouraged to contact any member of our FinPAX/Parish Accounting Team with any questions or concerns.

Paul Dodd – Manager, Parish Accounting	Paul_dodd@rcab.org	617-746-5718
Jennifer Ho – Manager, Parish Finance	Jennifer_ho@rcab.org	617-746-5707
Yitao Ward – Sr Manager, FinPAX & Parish Accounting	Yitao_ward@rcab.org	617-746-5710

As a reminder and consistent with prior years, a component of the Corporation Sole's audit process will include a detailed review of a sample of parish and school accounts by our external auditor, Grant Thornton, LLP. As part of this audit process, you may be asked for additional information and to provide an authorized signature that will allow our auditors to prepare cash confirmations for the verification of bank accounts. These requests will be sent to you in September or October, if applicable.

Thank you for your continued work on behalf of Christ and His Church in Boston.

Sincerely,

John Straub
Chancellor

Maureen Donnelly Creedon
Executive Director of Finance and Treasurer



Questionnaire Instruction Letter

To all Pastors, Finance & Operations Managers, Business Managers, and Accountants

Included with this year's Questionnaire is a year-end checklist to assist you in significant areas of the year end close process. Please review the year-end checklist carefully and complete all applicable steps. Should you have questions on how to complete any of the items on the checklist please reach out to anyone on the Parish Finance team to assist you. Please note the checklist is not meant to be an all-inclusive list and some aspects may not be applicable to your parish, school, or cemetery.

Cash and Equivalents: All cash, savings, and investment accounts must be reconciled to their respective bank statements in QuickBooks or Intacct and then listed on Schedule A of the Questionnaire. Please include copies of all bank statements that show the June 30th balance along with detailed copies of their reconciliations with the Questionnaire. For accounts that do not have month end statement dates ensure the statement shows the June 30th balance with all relevant transactions. If the statement does not show the June 30th balance please request it from the bank. Please enter all AP invoices related to FY21 before you prepare reconciliations. Please do not make changes to FY21 once the Questionnaire has been submitted. If you discover changes that you feel you must make to the prior year(s) after the close, please contact the Parish Finance team first. Please note that all Revolving Loan Savings and Common Investment Fund accounts must be reconciled as of 6/30/21, but do not need to be included on Schedule A of the Questionnaire. Please see Appendix 7 for help with reconciliations.

Please remember to send a copy of your July Bank statements along with reconciliations separately. For accounts that do not have month end statements, please request the July 31st statement from your bank or send statements that include July 31, 2021.

Restricted or Endowment Gifts: Please complete Schedule C for gifts received during fiscal 2021 that have any donor-imposed restrictions and were not transferred to a Revolving Loan Savings or Common Investment Fund restricted account. Restricted gifts include fundraising campaigns where the funds will be used for a specific purpose, donations from a parishioner for a specific purpose, etc. For example, a fundraising drive where parishioners donate money for a new organ and held in the parish's operating account should be included on schedule C in the Questionnaire. Do not include funds that were set aside by the parish for a specific purpose that do not have donor-imposed restrictions, often referred to as "internally designated funds." For restricted gifts included in Schedule C, please provide supporting documentation such as, a will, trust document, gift annuity agreement, or a description of the restriction if you cannot immediately locate the paperwork.

Capital Acquisitions: All capital acquisitions should be booked to their relative "7000" accounts or 529xxx accounts (Intacct) and clearly labeled in QuickBooks or Intacct. Details of any capital disposals may need to be included on Schedule B of the Questionnaire. Refer to appendix 2 for the necessary steps and appendix 3 for an example of Named Groups.

Chart of Accounts: All entities are requested to be on the RCAB approved standard chart of accounts for fiscal year end. The RCAB Charts of Accounts (CoA) is included with the questionnaire (see appendix 1). Please take the time to review and update all accounts and descriptions.

Leases: Account 4315 should be used for rental donations that stem from facility use fees with no written contract and from clergy room and board. Account 4316 is to be used for lease income where a formal contract has been entered into with a tenant, allowing a defined use of the leased property.

Loans or Notes Payable: For all RCAB loans, please make certain that you record all of the necessary entries and that your 6/30/2021 balance agrees with that month end loan statement.

Common Investment Fund Entries: For a list of the correct entries for the Common Investment Fund Accounts please see appendix 4.

Exchange Transactions and Bad Debt: For guidance on Tuition Revenue and other fee for service transactions see appendix 5.

Accrued Payroll: For Accrued Payroll guidance see appendix 6.

The deadline for completed Questionnaires is August 10, 2021. If you foresee any difficulty with meeting the deadline, please contact us as soon as possible so we can provide assistance.

Completed questionnaires and the supporting bank statements and reconciliations may be sent electronically to Questionnaire@RCAB.org. If necessary, you may mail the Questionnaire, bank statements and reconciliations to:

Finance Department
Attention: Paul Dodd, Accounting Manager
Archdiocese of Boston
66 Brooks Drive
Braintree, MA 02184-3839

Should you have any questions or concerns we encourage you to reach out to anyone on the Parish Finance team:

Paul Dodd – Manager, Parish Accounting	Paul_dodd@rcab.org	617-746-5718
Jennifer Ho – Sr FinPAX Analyst	Jennifer_ho@rcab.org	617-746-5707
Yitao Ward – Sr Manager, FinPAX & Parish Accounting	Yitao_ward@rcab.org	617-746-5710



ARCHDIOCESE OF BOSTON

MEMORANDUM

TO: Finance & Operations Managers and Business Managers
FROM: Finance – FinPAX & Parish Accounting Teams
RE: Guidance on preparation for year end
DATE: June 8, 2021

This memo provides the guidance on preparation steps Parishes should take prior Year End Annual Questionnaire Submission to ensure properly stated financials. This year, the SBA Paycheck Protection Program (PPP) loans, while a great benefit to us in these financially trying times, have also added an additional layer of requirements from a recordkeeping standpoint. Those recordkeeping requirements are necessary in order to satisfy our lenders and maximize loan forgiveness. We will continue to provide guidance and assistance as we navigate the loan forgiveness application process together. As a result of these loans, some parishes and schools have had to open new bank accounts to house those funds. Others have had the funds deposited directly into their existing operating accounts. Some have the funds deposited into an RLF account with RCAB. With the additional layer of cash and recordkeeping requirements brought on by these loans, it is extremely important that all bank reconciliations (including RLF Savings accounts) are prepared timely.

1) Review of bank accounts

- a) Does your entity have more than just an operating account?
According to the July 2018 decree, Parish and related entities (Schools, Cemeteries, and other) are allowed to keep one operating account. If there is activity that legally requires a separate bank account; such as state subsidized milk, bingo, raffle, etc., you may keep one bank account for each of those activities. All other accounts should be closed and funds transferred to the operating account, RLF account, or CIF account.
- b) All cash, savings, and investment accounts must be reconciled to their respective bank statements in QuickBooks or Intacct and then listed on Schedule A of the Questionnaire. Please include copies of all bank statements that show the June 30th balance along with detailed copies of their reconciliations with the Questionnaire. For accounts that do not have month end statement dates ensure the statement shows the June 30th balance with all relevant transactions. If the statement does not show the June 30th balance please request it from the bank. Please enter all AP invoices related to FY21 before you prepare reconciliations. Please do not make changes to FY21 once the Questionnaire has been

submitted. If you discover changes that you feel you must make to the prior year(s) after the close, please contact the Parish Finance team first. Please note that all Revolving Loan Savings and Common Investment Fund accounts must be reconciled as of 6/30/21, but do not need to be included on Schedule A of the Questionnaire.

- c) Please remember to send a copy of your July Bank statements along with reconciliations in a second mailing. For accounts that do not have month end statements, please request the July 31st statement from your bank or send statements that include July 31, 2021.
- 2) Review Revolving Loan Fund (RLF) savings and loans end balances
- a) For all RCAB RLF Savings and Loan accounts, please make certain that you record all of the necessary entries and that your 6/30/2021 balance agrees with the month end statements. This step is extremely important as you may have SBA PPP loan activity or 90 Days Now activity flowing through these accounts.
 - b) Does the RLF balance per QuickBooks agree to the month end RLF statement? This could be that you did not properly record the interest income (savings account), interest accrued (loan account), or other activity (deposit/disbursement/loan payment).
 - i) Run a General Ledger report for the RLF account that does not agree to the year end RLF statement. Going backwards (newest to oldest), review each month end balance and compare it to the RLF statement to determine the last month where the RLF balance tied. This would indicate that the variance occurred in the subsequent month. Review the RLF statement and the General Ledger to determine if the interest income/expense was properly recorded. Review the journal entries outlined in “Recording RLF savings activity Memo” and “Recording RLF loan activity Memo 05282020” and make the appropriate entry so that the year end RLF balance agrees to the year end RLF statement. **The date of the journal entry should be the current date. Under no circumstances should you back date your journal entry to a closed period.**
You can find both documents in the following folder path:
\\data20\tsdata20\$\archdiocese-of-boston-notices\$\RLF Savings & Loans and Net Teller
- 3) Review Common Investment Fund (CIF) end balances
- a) Does the CIF balance per QuickBooks agree to the month end CIF statement? This could be that you did not properly record the market gain/loss, dividend income, redemption, or deposit.
 - i) Run a General Ledger report for the CIF account that does not agree to the year end CIF statement. Going backwards (newest to oldest), review each month end balance and compare it to the CIF statement to determine the last month where the CIF balance tied. This would indicate that the variance occurred in the subsequent month. Review the CIF statement and the General Ledger to determine if the activity was properly recorded. Review the journal entries outlined in “Appendix 4 CIF Entries - Edited for 2020” (on RightNetworks) and make the appropriate entry so that the year end RLF balance agrees to the year end RLF statement. **The date of the journal entry should be the current date. Under no circumstances should you back date your journal entry to a closed period.**

You can find the document in the following folder path:
\\data20\tsdata20\$\archdiocese-of-boston-notices\$\CIF

- 4) Second Collections
 - a) Have you remitted all second collections within 30 days of collection?
If not, please remit these funds to RCAB in accordance to the Vicar General's Notice.
- 5) Review Due to/from balances
 - a) Do the due to/from balances between each related entity net to zero?
For example, if Parish A's balance sheet shows a Due from Parish B (asset) balance of \$5,000 then Parish B must show the corresponding Due to Parish A (liability) balance of \$5,000. If those two numbers vary, then the due to/from balances do not net to zero. This may indicate that an expense was recorded and allocated in one entity but the corresponding expense and to due/from activity was not recorded in the other entity.
 - i) Run a General Ledger report for both the due to and due from accounts. Going backwards (newest to oldest), review each month end balance for both accounts and determine the last month where the due to and due from balances tied. This would indicate that the variance occurred in the subsequent month. For that subsequent month, review the account with the larger balance and determine if there was an invoice that was not recorded in the other account. Once identified record the missing due to/from transaction. Refer to "Due to Due From Memo" for guidance on the journal entries.
You can find it in the following folder path: \\data20\tsdata20\$\archdiocese-of-boston-notices\$\+1 QuickBooks Clean Up
- 6) Other Current Liabilities
 - a) You should be able to verify any Other Current Liability on your balance sheet. If you are unsure what the balances consist of, please make a journal entry to remove any unknown balance. Large amounts should be verified first with Parish Accounting.
- 7) Review Accounts Receivable
 - a) Run a current A/R Subledger Report
 - i) Are there balances that net to zero?
You'll need to apply the payments to the invoices. Refer to "How to apply deposits to open AR invoices" in RightNetworks.
You can find it in the following folder path: \\data20\tsdata20\$\archdiocese-of-boston-notices\$\+1 QuickBooks Clean Up
 - ii) Are there negative amounts?
This indicates that there was a deposit that was entered to Accounts Receivable but a corresponding invoice was not entered. Make the following entry
Date: current date (**do not under any circumstance back date your journal entries to a closed period**)
Debit - Accounts Receivable
Credit – Revenue account associated with the original deposit (*this will vary for each negative balance*)
After this entry is made, refer to step (i) above to apply the deposit to the invoice you just entered.
- 8) Review Accounts Payable
 - a) Run a current A/P Subledger Report

i) Are there balances that net to zero?

You'll need to apply the check payments to the bills. Refer to "How to apply credits to open AP bills" in RightNetworks. You can find it in the following folder path:

\\data20\tsdata20\$\archdiocese-of-boston-notices\$\+1 QuickBooks Clean Up

ii) Are there negative amounts?

This indicates that there was a check payment that was entered to Accounts Payable, but a corresponding AP bill was not entered. Make the following entry

Date: current date (**do not under any circumstance back date your journal entries to a closed period**)

Debit - Expense account associated with the original check payment (*this will vary for each negative balance*)

Credit – Accounts Payable

After this entry is made, refer to step (i) above to apply the credit/payment to the AP bill you just entered.

RCAB Year End Questionnaire
For the year July 1, 2020 - June 30, 2021



Please complete the following form. All fields are required.

Entity Name		Entity Number
Address	City/Town	Zip Code
Preparer Name	Preparer Contact Phone Number	
Preparer Email Address	What is the best time/day to reach you?	

Note: All information provided must be as of June 30, 2021 for the year July 1, 2020 - June 30, 2021

Cash & Cash Equivalents*

Please provide June Bank statements and reconciliations in QuickBooks or Intacct. July bank statements and reconciliations should be provided separately once they are reconciled. **No Petty Cash**

RCAB Savings & Loans, CIF

RCAB Revolving Loan Savings & Loan accounts and Common Investment Fund accounts should be reconciled on a monthly basis, but no physical reconciliation is required to be done. Please refer to the Questionnaire Instruction Letter.

Please do not include RLF and CIF statements and reconciliations in this package or on Schedule A

Capital Asset Additions

Yes No

For all transactions recorded in the 7000's (QuickBooks) or 529xxx (Intacct) accounts, please ensure detailed descriptions accompany the transactions in the Memo section. Please ensure there is a number, letter, or Project Name at the beginning of each Memo description that identifies the project.

Capital Asset Disposals

Yes No

If yes, please complete and attach Schedule B

New or Unrecorded Endowments and Restricted Gifts

Yes No

Use Schedule C only for new or unrecorded gifts that are restricted by a donor for a specific purpose.

Please do not include any donations that are held in RCAB Savings or Common Investment Fund

***Capital & Operating Leases* NEW IN FY2021**

Yes No

If yes, please complete and attach Schedule D

Employee Earned but Unused Vacation at Year-End

This information should be recorded in PrimePay in time to be effective for the 6/30/2021 year end.

1 Earned but unused vacation dollars	
2 Earned but unused vacation hours	

Please call the Parish Accounting Team if you have any questions or need assistance

Paul Dodd - Accounting Manager, Parishes	617-746-5718
Jennifer Ho - Manager, Parish Finance	617-746-5707
Yitao Ward - Senior Manager, Finance	617-746-5710

PREPARER SIGNATURE

DATE

PASTOR SIGNATURE

DATE

* All June bank statements should be as of June 30, 2021. Please make prior arrangements with your bank/financial institution to ensure that statement date is the end of the month.
For CDs and other investments for which a statement is not received on a monthly basis, please request a letter from the financial institution with June 30, 2021 balances.

Schedule A - Cash
For the year July 1, 2020 - June 30, 2021

Please complete the following form and E-Mail or MAIL all June 30, 2021 bank statements and reconciliations to substantiate the Parish Trial Balance and Bank Statement Balance at June 30, 2021. Do NOT include RLF or CIF accounts

Entity No. -

	Bank Name	Full Account Number	Account Type CHK- SAV- MM- INV	Account Title	(P)ar (S)ch (C)em (O)ther	Restricted Account Y or N	QuickBooks or Intacct GL Account	QuickBooks or Intacct Balance as of June 30, 2021	Bank Statement Balance as of June 30, 2021
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				TOTAL CASH				-	-

Schedule B - Fixed Asset Disposals

For the year July 1, 2020 - June 30, 2021

Please complete the following form and include all fiscal year 2021 fixed asset disposals. This includes building, furniture, equipment, fixtures, leasehold improvements, etc.

Entity Number
-

Fixed Asset Disposals / Sales for Non-Real Estate

Date of Disposal	Description of Asset	Chart of Account Number	Sale Price	Original Cost
1				
2				
3				
4				
5				
			TOTAL DISPOSALS	-

** Schedule C - Restricted Gifts For the year July 1, 2020 - June 30, 2021

Please answer the following questions:

Entity Number
-

	YES	NO		
We have received restricted gifts prior to 7/01/20	<input type="checkbox"/>	<input type="checkbox"/>		Please list below if previously not reported.
We have received restricted gifts during FY21	<input type="checkbox"/>	<input type="checkbox"/>		

Please complete the following form and include all contributions received in 2021, which are restricted by the donor for a specific purpose.
 Please only include below those gifts for 2021 that are NOT already held in CIF or in the RCAB Savings Depository.
 List Donor Restricted Gifts held locally - recorded or unrecorded in QuickBooks/Intacct as well as how much (if any) was expended during FY21 for the restricted purpose

	Name of Fund	Nature of Restriction	Bank	Bank Account ID	Total Gift
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
			Total Donor Imposed Restricted Gifts Received During FY21		-
				Total Funds Expended During FY21	
				Remaining FY21 Funds	-

Schedule D - Leases
For the year July 1, 2020 - June 30, 2021

Please complete the following form and include all Capital & Operating leases as of 6/30/2021
Please include copies of all leases listed below

Entity Number
-

This includes all leased Buildings & Equipment (copiers, printers, phone systems, computers, vehicles etc.)

Note: Lessor is who you lease the property/equipment from

Lease Schedule

	Lease Term		Description of Lease	Lessor	Monthly Lease Amount
	Beginning date	End Date			
1
2
3
4
5
6
7
8
9
10

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
Cash			
1000	Cash - Checking #1		Bank accounts will be unique to each parish for each bank account
1010	Cash - Checking #2		
1020	Cash - Payroll		
1030	Petty Cash Fund	114024	Petty Cash Fund (Parishes)
1040	Cash - Savings		Bank accounts will be unique to each parish for each bank account
1045	Money Market Savings		
1060	Cash - Checking Bingo		
1080	Scholarship Savings		
1090	Cash - Other		
Cash equivalents -			
1050	Depository at RCAB	115600	Depository at RCAB
1055	Depository CDs at RCAB	115601	Depository CDs at RCAB
Investments and assets held in trust -			
1110	Common Inv Fund RCAB	122000	Common Investment Fund
1115	CCF CIF RCAB	122007	CCF CIF RCAB
1120	Investments	122005	Other Investments
Account Receivable, net -			
1200	Accounts Receivable	116000	A/R Customers
		116500	A/R Other
1201	Allowance for Doubtful Accounts Receivable	116750	Allowance for Doubtful Accounts Receivable
1205	Accounts Receivable - Tuition	116250	Accounts Receivable - Tuition
1205-01	FACTS Tuition Receivable	116251	FACTS Tuition Receivable
1205-02	Smart Tuition Receivable	116252	Smart Tuition Receivable
1206	Allowance for Tuition AR Bad Debt	116751	Allowance for Tuition AR Bad Debt
1210	Pledges Receivable	117500	Pledges Receivable
1220	Employee Advances or Loans	116501	Employee Advances or Loans
1250	Dividend Receivable	115001	Dividends Receivable
Prepaid expenses			
1300	Prepaid Expenses	115200	Prepaid Expenses
Due to or From Affiliate			
1400	Due to/Due from Other Funds		Unique due to/from accounts will be created for each entity
1405	Due From (Please use account type of Accounts Receivable)		
2005	Due To (Please use account type of Account Payable)		
Undeposited Funds			
1499	Undeposited Funds	115204	Undeposited Funds
		115205	Unremitted Funds - FACTS
Account Payable and accrued expenses -			

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
2000	Accounts Payable	210000	Accounts Payable
		210800	A/P Other
		210400	AP - Credit Cards
2010	Accrued Expenses	211600	Accrued Expenses
2015	Customer Prepaid Internment & Related Liabilities	215002	Customer Prepaid Internment
2019	Current Liabilities	224005	Current Liabilities
Misc Clearing			
2006	Misc Clearing Account	211606	Misc Clearing Account
2007	Paid at Institution - FACTS	211607	Paid at Institution - FACTS/SMART
2007	Paid at Institution - SMART	211607	Paid at Institution - FACTS/SMART
		211610	FACTS Payment Refund
Account payable - agency -			
2020	Holy Father: Peter Pence	212060	Holy Father - Peter's Pence
2025	Evangelization Sunday	212054	Evangelization Sunday
2030	Good Friday - Holy Land	212018	Holy Land Shrines (Good Friday)
2035	Support of the Church Around the World	212016	Support of the Church around the World
2040	Pentecost - Seminary	212020	Seminarians (Pentecost)
2045	Catholic Charities (Ash Wednesday)	212017	Catholic Charities (Ash Wednesday)
2055	Promoting the Gospel	212021	Promoting the Gospel
2060	World Missions	212024	World Mission Sunday
2065	Holy Father & Missionary Efforts	212023	Holy Father & Missionary Efforts
2070	Catholic University	212061	Catholic University of America
2080	Bishops' Overseas Aid/ CRS	212064	Catholic Relief Services (Bishops' overseas aid)
2090	Latin America	212015	Church in Latin America
2100	Retired Religious Sisters	212025	Retired Religious Sisters
2110	Campaign for Human Development	212052	Human Development
2120	Communication	212051	Communications
2130	Central & Eastern Europe/ Africa	212062	Church in Africa, Central & Eastern Europe
2145	Military Archdiocese/Black & Native American/Home Missions	212063	Military Archdiocese, Home missions, Black & Native American
2150	Special Collection	212055	January Special Collections
2160	Christmas: Clergy Fund	212026	Christmas Collection (Clergy Health & Retirement Trust)
2170	Easter: Clergy Fund	212019	Easter Sunday (Clergy Health & Retirement Trust)
2175	Clergy Benefit Trust (September)	212022	Clergy Health & Retirement Trust (Sept)
2180	Catholic Appeal	212027	Annual Catholic Appeal
2185	Missionary Cooperative Appeal	212029	Missionary Cooperative Appeal
2190		212031	Misc Agency
		212028	Rice Bowl
Accrued Payroll & Related			
2200	Federal Withholding Tax Payable	211206	Federal Tax Withheld
2210	FICA Withholding Tax Payable	211208	FICA/Medicare Withheld
2212	Medicare Tax Withholding Tax Payable	211208	FICA/Medicare Withheld
2220	State Withholding - MA	211207	State Tax Withheld
2230	Tuition Withholding	211222	Tuition Withholding

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
2240	Annuity Withholding Payable	211209	Annuity Withheld
2250	Child Support Withholding Pay.	211224	Support Payments Withheld
2260	Other Withholding	211223	Other Withholdings
		211210	Health Insurance Withheld
2261	FSA Medical Care	211211	Flexible Spending
2262	FSA Dep. Care	211211	Flexible Spending
		211213	Catholic Appeal Withheld
2263	STD After Tax	211220	STD After Tax
2264	Supp Life Insurance	211221	Supp Life Insurance
2265	401(k) Withholding	211203	401(k) Withholding
2266	Aflac Pre Tax	211215	Aflac Pre Tax
2267	Aflac After Tax	211214	Aflac After Tax
2268	LTD After Tax	211219	LTD After Tax
2269	Long Term Care	211218	Long Term Care
2270	Clergy Withholding Payable (46 parishes)	211216	Clergy Withholding Payable
2275	401k Loan Payment	211205	401k Loan Payment
2276	EE Loan Repayment	211217	EE Loan Repayment
2280	Accrued Payroll	211200	Accrued Payroll Expense
2290	Accrued Vacation	211202	Accrued Vacation
Note payable - affiliate - Current			
2300	Debt to Revolving Loan-Current	223002	Debt to Revolving Loan-Curre
Mortgage note payable - Current			
2400	Notes Payable - Current	225000	Notes Payable - Current
		223000	Notes Payable
Deferred revenue and support -			
2500	Deferred Revenue	215000	Deferred Revenue
		215350	Deferred Tuition
		215004	Deferred revenue - fees
2501	Deferred Tuition and Fee Revenue Current Year	215351	Deferred Tuition - Current year
2501-01	Deferred Tuition Revenue Next Year	215352	Deferred Tuition - Next year
		215353	Deferred Tuition - Employee tuition
		215354	Deferred Tuition - Financial aid CSF
		215355	Deferred Tuition - Financial external
		215356	Deferred Tuition - Vouchers
		215357	Deferred Tuition - Financial Aid internal
		215358	Deferred Tuition - Discounts
Note payable - affiliate - Noncurrent			
2800	Debt to Revolvg Loan-Noncurrent	223003	Debt to Revolvg Loan-Noncurrent
Other liabilities -			
2899	Other Indebtedness	224001	Other Indebtedness
Mortgage note payable - Long Term			
2900	Notes Payable - Non Current	225001	Notes Payable - Non Current

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
Fund Balance and Equity -			
3000	Beginning Balance	310002	Net Assets
3900	Fund Balance	310002	Net Assets
3999	Fund Balance FY13 Entries	310002	Net Assets
Collections -			
4101	Offertory	410000	Offertory
4102	Offertory Monthly	410001	Offertory Monthly
		410006	90 Days Now Online giving
4103	Grand Annual	410002	Grand Annual
4106	Tithing	410005	Tithing
Contribution, bequests and grants -			
4107	Catholic Appeal Rebate	411005	Catholic Appeal Rebate
4108	Gifts and Bequests	412750	Gifts And Bequests
4108-01	Catholic Schools Foundation	412501	Catholic Schools Foundation
4108-02	Scholarship Donations	412502	Scholarship/Financial Aid Donations
4198	Donations - Other	412500	Donations - Other
		411003	Matching Gifts - Individual
		412253	Grants - Federal
		412254	Grants - State
		412255	Grants - Private
Parish Fundraiser Events -			
4317	Capital Campaign Donations	713754	Capital Campaign Contributions
4405	School/ Non Athletic Events	414001	School/ Non Athletic Events
4406	Athletic Events	424500	Athletic Events
4410	Misc. Fundraising Activities	414004	Misc. Fundraising Activities
		414002	Athletic Events Fundraising
4450	Bingo Income	414005	Bingo Income
Tuition and Fees -			
4165	Religious Education	415152	Religious Education Fees
4120	Gross Tuition (Elementary/ High School)	415000	Tuition
4127	Tuition Discounts	415002	Tuition Discounts
4400	Extended Day Income	415005	Extended Day Income
4127-01	Employee Tuition Discounts	415003	Employee Tuition Discounts
4127-02	Financial Aid - CSF	415007	Financial AidCSF
4127-03	Financial Aid - External	415008	Financial AidExternal
4127-04	Financial Aid - Internal	415009	Financial AidInternal
4127-05	Merit Scholarships	415010	Merit Scholarships
4127-06	Tuition Refunds	415004	Tuition Refunds
4129	Fees	415104	Fees-Other

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
4129-01	Fees-Registration	415102	Fees-Registration
4129-02	Fees-Athletic Participation	415106	Fees - Athletic Participation
4129-03	Fees-Book	415105	Fees-Bookstore
4129-04	Fees-Technology	415103	Fees-Technology
		415162	Fees - Camp
		415107	Fees - Late Payment
		415160	Field Trip Income
		415161	Mission Trip income
		415163	Program Activity Income
Investment income -			
4310	Interest/Dividend Income	416002	Interest Income
		416000	Dividend Income
4320	Market Gain(Loss) Investments	710000	G/L on Investments - Unrealized (Market Value)
4750	Gain(Loss) Sale - Investments	710006	G/L on Investments - Realized
Rental Income -			
4315	Rental Donations	417000	Rental Income
4316	Lease Income	417001	Lease Income
Sacramental Offerings -			
4105	Sacramental Offerings	423000	Sacramental Offerings
		423002	Baptisms
		423003	Funerals
		423001	Weddings
		423004	Mass cards
		423005	Mass intentions
Shrines, Candles, and Flowers -			
4104	Shrines, Candles, & Flowers	423250	Shrines, Candles, Flowers
Cemetery Operations -			
4111	Sale of Lots	418015	Sale of Lots
		418021	Sale of Niche
		418001	Cemetery Refunds
4112	Receipt for Perpetual Care	418013	Perpetual Care Receipts
4113	Annual Care	418000	Annual Care
4114	Openings	418010	Openings
		418011	Overtime Charges
4115	Lowering Devices	418006	Lowering Devices
4116	Loam/Seeding	418005	Loam/Seeding
4118	Foundations	418003	Foundations
4121	Mausoleum Sales	418008	Mausoleum Sales
4122	Records	418014	Records
4123	Tents	418017	Tents
4125	Concrete Burial Unit	418002	Concrete Burial Units
		418004	Liners

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
		418019	Markers
Other Revenues -			
4110	Books and Pamphlets	424504	Pamphlets
4196	Parish Sharing	424505	Parish Sharing
4398	Misc. Other Income	424503	Other Revenue
4401	Cafeteria Sales	424511	Sales - Cafeteria
		424519	Sales - Milk income
4402	School Store Sales	424510	Sales - BookStore
4510	Pilot Sales	424506	Pilot Sales - Classified
4318	Property Sale Proceeds	710003	G/L on Sale of Property - Real
4530	Transfer from Parish/School	715405	Transfer to / from Parish
		715407	Transfer to / from School
		715406	Transfer to / from Cemetery
4592	School Tax Income	424512	School Tax Income
4547	RCAB Support	424507	RCAB Support
4550	Youth/Adult Ministry Income	424516	Y/A Ministry/Program Income
		415154	Retreat Program Fees
		424520	Advertising income
		711550	Reinsurance Recoveries
Compensation			
5001	Exempt Salaries	510000	Salary - Exempt
5002	Non Exempt Salaries	510001	Salary - Non Exempt
5003	Salaries - Foremen	510008	Salaries-Foremen
5004	Non Employee Compensation	510013	Non Employee Compensation
5005	Salaries - Labor	510009	Salaries-Labor
5006	Salaries - Mechanics	510011	Salaries-Mechanics
5007	Accrued Vacation Expense	510005	Accrued Vacation
		510003	Temporary Non Exempt
		517078	Professional Development
		525025	Travel
Employee Benefits			
5101	Employer's Fica (Social Security & Medicare)	510500	Employers Fica
5102	Lay Health Insurance	510501	Lay Health Insurance
5103	Worker Compensation	510502	Workers' Compensation
5104	Group Life Insurance	510503	Group Life Insurance
5105	Long Term Disability	510507	Long-Term Disability Insurance
5106	Group Pension	510504	Group Pension
5107	Transition Assistance	510509	Transition Assistance
5110	401(k) Employer Contribution	510505	401K ER Match
		510506	401k ER Admin fee
		510508	Short Term Disability
Clergy Stipend & Related			
5201	Stipend Clergy	511000	Remuneration Clergy Assigned
5202	Stipend Clergy Unassigned	511001	Remuneration Clergy UnAssigned

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
5203	Clergy Health Insurance	511500	Clergy Fund (Clergy Health)
		511516	Medical - Clergy
5204	Clergy Professional Development	511519	Professional Development - Cle
5205	Clergy Room & Board	511506	Room & Board-Clergy AP
5206	Clergy Auto Ins. Reimburse	511512	Reimbursement Auto Exp -Clergy
5210	Clergy 401(k) Match	511502	Retirement-Clergy 401k Match
		515403	Retreat programs
		511515	Mileage - Clergy
		511005	Clergy Mass Stipends
Religious Stipend & Related			
5301	Religious Stipend	512000	Stipends Religious
		512502	Room & Board - Religious
5302	Religious Health Insurance	512500	Health Insurance-Religious
5303	Religious Retirement	512501	Retirement-Religious
5304	Religious Transportation	512503	Transportation - Religious
Professional Services			
6002	Professional Fees	513013	Professional Fees
Office & Related			
6001	Data Processing Fees	517027	Data Processing Fees
		517057	Payroll Processing Fees
		517083	ConnectNow/ParishSoft Fees
		517060	FACTS Enrollment Fee
		517061	FACTS Application Fee
		517062	FACTS SIS Enrollment Fee
		517063	FACTS SIS Application Fee
6003	Bank Service Charges	517001	Bank Service Charge
6201	Office Supplies	517050	Office Supplies
6202	Telephone	520350	Telephone
		520351	Telephone - Cable
		520352	Telephone - Cell phone
		520353	Telephone - Internet
6203	Office Equipment Repair & Contracts	520005	Maint. Equipment Contracts
6204	Books & Pamphlets	517011	Books, Pamphlets, etc
6205	Audio Visual	517000	Audio Visual
6206	Printing	517059	Printing & Graphics
6207	Postage	517058	Postage & Freight
6208	Dues & Subscriptions	517029	Dues & Subscriptions
6209	Office Equipment Rental	517030	Equipment Rental
6210	Missalettes	534005	Missalettes

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
6211	Weekly Envelopes	534013	Weekly Envelope
Teaching & Classroom Expense			
6212	Teaching Supplies	515301	Teaching Supplies
6213	Textbooks	515302	Textbooks
6214	Development Expenses	535003	Development Expenses
6215	Advertising	532000	Advertising Exp
6216	Program Exp. (Library, ext-day, club etc.)As sub AC	515000	Program Activities Expense
6220	Hardware	517035	IT Hardware
6221	Software	517034	IT Software
6222	IT Support	517036	IT Support
6223	Mileage Reimbursement	525025	Travel
		515101	Field Trip Expenses
Household, Custodian, & Laundry			
6250	Household	526005	Hshld/Dining - Supplies
6255	Laundry	526002	Hshld/Dining - Laundry
		526003	Hshld/Dining - Uniforms
		526000	Hshld/Dining - Food
		526006	Household/Clerical Clothing
Cafeteria & Food			
6260	Supplies	526500	Cafeteria Supplies/Maint
6261	Food	526501	Cafeteria Food
		526502	Milk expense
		525036	Meals & Entertainment - Food
Utilities & Maintenance			
6301	Utilities Electric	520376	Utilities - Electricity
6302	Heat	520377	Utilities - Heat
6303	Water & Sewer	520378	Utilities - Water & Sewer
6304	Property Rental	520675	Property Rental
6305	Property Insurance & Liability	519005	Property Insurance & Liabili
		519000	Ins - Property & Boiler
		519001	Ins - Fire
		519003	Ins - Liability
6306	Maint. Equipment Contracts	520005	Maint. Equipment Contracts
6307	Maintenance Supplies	520003	Facility Maintenance Supplies
6308	Maintenance Grounds	520007	Maintenance Of Grounds
		520010	Trash removal
		520001	Facility - Grounds & Snow Remo
6309	Maintenance Buildings	520006	Maintenance Of Buildings
6310	School Service	520677	School Service
Property Tax			
6311	Property Taxes	520679	Property Taxes
Operating Expenses			
6312	Plants, Shrubs, Seeds, etc.		
6313	Loam, Fertilizer	520011	Grounds Maintenance Supplies

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
6317	Grounds Maintenance Supplies		
6350	Operating Expenses	527008	Other Cemetery Expenses
6351	Concrete Burial Units	527005	Concrete Burial Units
6352	Foundation Materials	527002	Foundation Materials
6354	Maint. of Operating Equipment	520012	Maint. of Operating Equipmen
6355	Equipment Rental	517030	Equipment Rental
6356	Contract, Operating	527003	Contract Services - Burials
Vehicle & Related			
6401	Vehicle Fuel, Maintenance, & Repair	524000	Vehicle Fuel, Maintenance, & Rep
6402	Vehicle Insurance & Registration	519002	Ins - Vehicle
		524003	Registration
		524005	Auto Lease Payments
		524006	Vehicle Expense
Pastoral /Liturgical			
6500	Pastoral/Liturgical	534009	Pastoral/Liturgical
6501	Altar Supplies	534000	Altar Supplies
6502	Societies	534012	Societies
6503	Charitable Works	534001	Charitable Works
6504	Music	534006	Music
6505	Youth / Athletics	534015	Youth/Athletics
6506	Entertainment Hospitality	534002	Entertainment / Hospitality
6507	Parish Sharing	534008	Parish Sharing
6508	Hospital Chaplain	534004	Hospital Chaplaincy
6509	Flowers	534003	Flowers
6510	Religious Education	534010	Religious Education
6520	Youth/Adult Ministry Exp.	534014	Youth/Adult Ministry Exp.
		515103	Camp Expense
		515102	Mission Trip Expenses
Athletic Expenses			
6530	ADM Athletic Expenses		
6540	ADM Athletic - Equipment	515201	Athletic - Equipment
6545	ADM Athletic - Transportation	515202	Athletic - Transportation
6550	ADM Athletic - Referees	515203	Athletic - Referees
6555	ADM Athletic - Facilities	515204	Athletic - Facilities
6560	ADM Athletic - Program Fees	515205	Athletic - Program Fees
6565	ADM Athletic - Insurance	515207	Athletic - Insurance
6570	ADM Athletic - Memberships	515206	Athletic - Memberships
6580	Misc. Athletic Expense	515208	Athletic - Misc expenses
		532013	Laundry & T-Shirts
Professional Development			
6601	Meetings & Workshops	525000	Conferences/Meetings/Workshops
6602	Conference Transportation	525003	Conferences - Travel
6603	Conference Hospitality	525008	Conferences - Hospitality
6605	Professional Memberships	517079	Professional Memberships

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description
Fixed Asset Acquisitions			
7001	Acq/Improv - Site/Land	529000	Acquisition & Improvement-Site
7002	Acq/Improv - Furn & Equip	529001	Acquisition of Furniture & Equipment
7003	Acq/Improv - Building	529003	Acquisition & Improvement Building
7004	Acquisition Of Vehicle	529004	Acquisition Of Vehicles
Interest Expense			
8460	Interest Payments / Revolving Loan / Etc.	531000	Interest Expense
Miscellaneous Expenses			
6760	Tuition Bad Debt	533002	Tuition Bad Debt
		533001	Write off bad debt - A/R
8465	Central Ministry Tithe	532003	Central Ministry Tithe
8475	CHR Appeal Assessment	532002	Catholic Appeal assessment
8492	School Tax	532018	School Tax
		532021	Net Rental Income Tax
8470	Convent Expenses	532007	Convent Expenses
8480	Pilot Newspaper	532015	Pilot
8490	Cathedraticum	532001	Cathedraticum
8495	Miscellaneous	517040	Miscellaneous Expense
Intrafund transfers/ Perm. Donations			
8450	Transfer to Parish/School	715405	Transfer to / from Parish
		715407	Transfer to / from School
8455	Transfer to Cemetery	715406	Transfer to / from Cemetery
Fundraising Expense-			
6701	Fundraising Expense	535000	Fundraising Expense
6702	Bingo Expense	535001	Bingo Expense
		713755	Capital Campaign Fees/Exp

Appendix 2

Capital Expenditures

All expenditures, subject to the following conditions should be recorded in the 7000 series in the chart of accounts. In general, any acquisition with a life expectancy greater than three years and a cost of \$3,000 or more should be recorded to the 7000 account series. All projects should be assigned a unique identifying code which should be included in the QuickBooks memo for each payment.

Land and Land Improvements

Include all acquisitions of land and any pertinent purchase costs, regardless of the dollar amount in account number 7001. Include expenditures for parking areas, drainage, sewers, cabling, fences, and non-routine landscaping or shrubbery costs, if the costs are \$3,000 or more in account 7001–Acquisition/Improvement–Site/Land. If a project costs less than \$3,000, and/or if the project relates to routine maintenance (cutting the grass, snowplowing, etc.) the costs should be recorded to account 6308- Maintenance Grounds.

Note: if individual capital improvements less than \$3,000 are part of an overall project that costs more than \$3,000, they should be recorded in account number 7001-Acquisitions and Improvements/Sites.

Buildings and Improvements

Include the purchase of all buildings and their acquisition costs, regardless of the dollar amount, in account number 7003. Include the acquisition of the structural shell and all other integral parts including heating equipment, plumbing, central air conditioning, elevators, etc. In addition to these costs, new construction or renovations should also include architectural and other professional fees, site preparation, legal fees and interest during construction, etc. in account 7003. Improvements that cost less than \$3,000 per event or project should be recorded in building maintenance. Additionally, if improvements do not increase the useful life of the building, provide a betterment, adapt the property to a new use or are routine building maintenance the costs should be coded to 6309– Maintenance Buildings.

Note: if individual projects/invoices or improvements less than \$3,000 are part of a larger project or action plan that costs more than \$3,000, they should be charged to the appropriate account(s): 7003Acquisitions and Improvements/Buildings.

All building alterations that enhance the estimated useful life of the building, should be recorded in 7003-Acquisition and Improvements/Buildings. Note: consider entire contracts and project expenditures when evaluating costs as capital expenditures.

Note that roof repairs should be closely reviewed to determine whether they truly add to the estimated useful life as originally estimated. Interior painting costs that are not part of a larger project, acquisition or addition should be coded to 6309 – Maintenance Buildings.

Furniture and Fixtures

Furniture and fixtures include: furniture, machinery and equipment such as computers, desks, smart boards, etc. These should be recorded in account 7002 - Furniture & Equipment if costs exceed \$3,000 per item. Group purchases of furniture and fixtures that exceed \$3,000, even if individual items do not meet the guidelines, should also be recorded in account number 7002.

For example, a school may purchase 10 or more computers at a time, a rectory may place air conditioners in each of six rooms, and a bedroom set may be purchased. A combination of disparate items may also qualify as a capital acquisition as in the purchase of a computer, monitor, printer, desk and the necessary software if the total is equal to \$3,000 or more and if these items are purchased as a group or in a relatively short time frame as part of the same project. When groups of items are purchased, the QuickBooks memo should clearly identify what purchases are part of that group or project.

Automobiles, Trucks, Plows, Tractors, etc.

All vehicle purchases should be recorded in account number 7004 - Acquisitions of Vehicles if the cost is \$3,000 or more and the estimated useful life is three years or more. If an outside loan was obtained to purchase a vehicle, the total loan balance should be recorded as a credit to 2899 - Other Indebtedness with an offsetting debit against 7004. The deposit related to the loan should also be recorded against 7004. **Repairs**

Repairs should only be recorded to the 7000 account series if they are considered an improvement to an existing asset that would extend the useful life greater than three years and the cost is \$3,000 or more. Only repairs that materially increase the value of an item should be recorded to the 7000 account series. Repairs for normal wear and tear should not be recorded to the 7000 account series. Repairs to physical plant, boilers, central air units, etc. should only be recorded to the 7000 series if the repair extends the life of the asset a year or more **beyond the original expected** life or if the repair involves replacement of a major component. An example of a major component would be the engine in a car, not the battery or a starter.

Capital Campaigns

All fundraising expenses for Capital Campaigns should be coded to 6701 – Fundraising Expense as incurred and never recorded to the 7000 account series. Capital Campaign revenue should never be entered in the 7000 accounts. Only direct project/building or acquisition costs relating to Capital Campaign should be recorded to the 7000 account series.

For further information please contact Parish and School Accounting:

Paul Dodd	Yitao Ward	Jennifer Ho
Accounting Manager	Senior Manager	Sr. FinPax Analyst
(617) 746-5718	(617) 746-5710	(617)746-5707
Paul_Dodd@rcab.org	Yitao_Ward@rcab.org	Jennifer_Ho@rcab.org

Appendix 3

Transactions by Account
As of June 30, 2019

9:10 AM
5/24/2019
Accrual Basis

Type	Date	Num	Name	Memo	Class	Split	Amount
7003-00 · ACQ/IMPROV - BUILDING							
7003-15 · FAC Acq/Improv - Building							
Bill	7/21/2017		Deposit for Floors	Carpet, Inc.	School Science Lab: Deposit (approx 1/2)	15 Facilities 2000-00 · Accounts Payable	7,500.00
Bill	7/21/2017		Estimate	Light'em up, Inc.	School Science Lab: Deposit (1/2) Electrical work	15 Facilities 2000-00 · Accounts Payable	8,800.90
Bill	7/21/2017		Dep for A/C	Jar head	School Science Lab: Deposit (1/2) for A/C (3rd FL renov)	15 Facilities 2000-00 · Accounts Payable	6,300.00
Bill	7/21/2017		Deposit renov	Jobs at Random	School Science Lab: Deposit (1/2) 3rd FL renovation	15 Facilities 2000-00 · Accounts Payable	3,000.00
Bill	8/26/2017		2 Dumpsters	EZ Disposal	School Science Lab: 2 Dumpsters: Aug 2010	15 Facilities 2000-00 · Accounts Payable	1,200.00
Bill	9/4/2017		Balance of work	Carpet, Inc.	School Science Lab: Balance of carpet & floor work (1/2)	15 Facilities 2000-00 · Accounts Payable	7,000.00
Bill	9/4/2017		Balance of work	Jar head	School Science Lab: Balance (1/2) for A/C	15 Facilities 2000-00 · Accounts Payable	7,600.00
Bill	9/4/2017		Balance of work	Light'em up, Inc.	School Science Lab: Balance (1/2) Electrical work	15 Facilities 2000-00 · Accounts Payable	9,999.00
Bill	9/4/2017		Balance of work	Jobs at Random	School Science Lab: Balance (1/2)	15 Facilities 2000-00 · Accounts Payable	4,800.00
Bill	9/9/2017		Add'l wrk	Jobs at Random	School Science Lab: Additional finish wrk	15 Facilities 2000-00 · Accounts Payable	200.00
Bill	4/9/2018	11111	Light Weight Construction		School Computer Lab Renovation	15 Facilities 2000-00 · Accounts Payable	43,500.00
Bill	5/26/2018			100 Highfalutin Architects	School Computer Lab: Code Review & Construction Certif	15 Facilities 2000-00 · Accounts Payable	1,800.00
Bill	5/27/2018		Roofers		Reshingling part of the roof	15 Facilities 2000-00 · Accounts Payable	3,200.00
Bill	5/28/2018		Boilers		added new boiler part to prevent corrosion	15 Facilities 2000-00 · Accounts Payable	4,000.00
Total 7003-15 · FAC Acq/Improv - Building							<u>108,899.90</u>
Total 7003-00 · ACQ/IMPROV - BUILDING							<u>108,899.90</u>
TOTAL							<u>108,899.90</u>

CAPITAL EXPENDITURES

Description	Capitalization Status	Reason	Account	Amount
School Science Lab	Capitalized	New construction with acost over \$3,000 and a useful life greater than 1 year	7003-15	56,399.90
School Computer Lab	Capitalized	Assets with a cost over \$3,000 and a useful life greater than 1 year	7003-15	45,300.00
Boiler Part	Capitalized	New Part has a cost over \$3,000 and extends the useful life	7003-15	4,000.00
Partial Roof Repairs	Not Capitalized	Does not extend useful life of the whole roof and should be reclasses to 6309-00	6309-00	3,200.00

Common Investment Fund Journal Entries
 The following depicts an example of a CIF statement



Archdiocese of Boston

Common Investment Fund
 Account Statement
 For the Period 1/1/2020 through 1/31/2020

St. Everyone, Braintree

Saint Example Parish
 Reverend Example A. Example
 66 Brooks Drive
 Braintree, MA 02184

C999000000
 999-000

Type:	Unrestricted
Amount Restricted	0.0

<u>Market Value Summary</u>	<u>Shares Transacted</u>	<u>Invested cost</u>	<u>Market Value</u>
Beginning Market Value	100,000.00	95,000.00	Entry 1 → 350,000.00
Change in Market Value			Entry 3 → 171.43
Change in Market Value			Entry 2 → (100.00)
Dividend Declared/Calculation			Entry 6&7 → (942.86)
			Entry 8-Maybe →
Dividend Reinvestment	270.16	942.86	Entry 9 942.86
Transfer In	0.00	0.00	0.00
Transfer Out	0.00	0.00	0.00
Contributions	0.00	0.00	0.00
Redemptions Capital Gain: \$14,285.71	(14,321.31)	(35,714.29)	← Entry 4&5 → (50,000.00)
<u>Adjustments</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Market Value	85,984.45	60,228.57	300,071.43

Unit Value Summary	
Beginning Unit Value	3.5000
Ending Unit Value	3.4898

The average cost per share as of January 31, 2020 is

Note: these statements normally will only have ONE CHANGE in Market Value entry and Dividend Declaration will not happen during the same month as Dividend Reinvestment ---- This is only an Example of entries

Investment Slip

C999000000
 Saint Example Parish
 Reverend Example A. Example
 66 Brooks Drive
 Braintree, MA 02184

Date: _____

With 15 days notice, must be received by the 1st of each month. Please note there will be no earnings on funds sent in prior to the next investment date.

Account C999000000
 Name: St. Example, Braintree
 Type: Unrestricted

Amount Enclosed _____
 Payable to: RCAB Common Investment Fund

Please mail to: RCAB Accounts Receivable
 66 Brooks Drive
 Braintree, MA 02184

Entry 1*	<i>(To record opening balance if not previously recorded)</i>		
	1110-00 Market Gain (Loss) Investments	350,000	
	4398-00 RCAB Common Investment Fund		350,000
Entry 2	<i>(To record market value Decrease)</i>		
	4320-00 Market Gain (Loss) Investments	100	
	1110-00 RCAB Common Investment Fund		100
Entry 3	<i>(To record market value Increase)</i>		
	1110-00 RCAB Common Investment Fund	171	
	4320-00 Market Gain (Loss) Investments		171
Entry 4	<i>(To record share redemption – from statement)</i>		
	1000-00 Checking Account #1 – (or selected account)	50,000	
	1110-00 RCAB Common Investment Fund		50,000
Entry 5	<i>The gain or loss from redeeming shares of CIF requires a re-class from unrealized income to realized gain. (To record capital gain or loss on redemption – from statement)</i>		
	4320-00 Market Gain (Loss) Investments	14,285	
	4750-00 Gain(Loss) Sale or Redemption - Investments		14,285
Entry 6	<i>(To record a receivable for dividends declared – from statement)</i>		
	1250-00 Dividends Receivable	942	
	1110-00 RCAB Common Investment Fund		942
Entry 7	<i>When the change in the market value is recorded on a monthly basis it is an unrealized gain (or loss) on investment. The gain/loss on investment is considered unrealized because until the shares are sold you have not realized a gain or a loss on their investment value. Dividends are paid out of the Market Value while that is positive and greater than the dividend amount – there is no redemption of shares. When the dividend is declared, it is considered a realized gain because an entity has the option to either receive the cash from the distribution or reinvest the dividend. This means that when dividends are declared and recorded, there is also a need to reclassify the dividend declared from an unrealized market value gain account <u>AC#4320 to a realized dividend income account AC#4310. This entry is done on the same date as the Dividend declared entry above.</u></i>		
	4320-00 Market Gain (Loss) Investments	942	
	4310-00 Interest/Dividend Income		942
	Depending on whether the dividend cash is received or reinvested by the entity either Entry 8 OR Entry 9 should be made.		
Entry 8	<i>(To record deposit of check for funds from dividend declared – Applies only if dividend is paid out to the entity in the following month and NOT reinvested into CIF)</i>		
	1000-00 Checking Account #1 – (or selected account)	942	
	1250-00 Dividends Receivable		942

CIF Journal Entry Guide

Entry 9	<i>(To record reinvestment of dividend into CIF – if the entity elects to reinvest quarterly dividends)</i>		
	1110-00 RCAB Common Investment Fund	942	
	1250-00 Dividends Receivable		942
Entry 10	Check sent to CIF for investment purchase		
	1000-00 Checking Account #1 – (or selected account)	2000	
	1110-00 RCAB Common Investment Fund		2000

Note: Amounts listed above are examples only.

*Please call Parish Accounting if you have a significant entry that has not been recorded

**Notice must be given by the 15th of the preceding month by phone or email to Jennifer Hwang or Mike Crowley in order to purchase shares on the first of any month. Without notice you should not transfer funds as they will be held without earnings until the next available purchase date. As an example, a deposit is made on April 25th. 15 days after that is May 9th which is too late for making the May 1st purchase. Money would be held until June 1st without interest being earned.

Jennifer Hwang 617-746-5731

jennifer_hwang@rcab.org

Mike Crowley 617-746-5714

michael_crowley@rcab.org

Tuition Revenue and other fee for service transactions

Accrual Basis Accounting: Fee for service transactions are exchange transactions in which goods or services are reciprocally transferred between two parties. For example, a family pays a school a tuition fee and in return receives education services. The most common example of exchange transactions at parishes and schools are religious education fees and tuition, respectively. Fee for service transactions must be recorded to QuickBooks on an accrual basis where accounts receivable and deferred revenue are immediately recorded when an individual is invoiced. The accounts receivable is then reduced when payment is received or various discounts are applied. The deferred revenue is reclassified to revenue as it is earned. The revenue is considered earned when the services have been performed.

Revenue Recognition: Fee for service transactions should only be recognized in the period in which the services are rendered. For example, tuition income is only recognized in the period in which the students are taught. If fee for service transactions are invoiced or collected for a future year they should be recorded as deferred revenue until the revenue is earned. Tuition should be recognized on a prorated basis throughout the year even if invoiced at the beginning of, or prior to, the current fiscal year.

Deferred Revenue: Prior to the services being rendered, fees either invoiced or collected should be recorded to deferred revenue. As the fees are earned they should be reclassified to the appropriate income account. The revenue recognition process is separate and distinct from when cash is collected. Once an individual is invoiced any subsequent cash collected should offset the outstanding AR. Then, separately, as the invoiced fees are earned they should be reclassified to income.

Tuition Revenue

General Ledger Account for Tuition: Gross Tuition Revenue should only be posted to account # 4120 or subaccounts to that account. The primary number '4120' should always be the same, with different cost centers to identify further break-out of tuition. Gross tuition should not include other fees. Other fees should be recoded to account #4129 – Fees. The timing of revenue recognition depends largely on the contractual arrangement with the families. The most important aspect is whether the money is refundable as well as when, and at what percentage. If families are billed monthly and the contract stipulates that once begun, that month's tuition is nonrefundable, then each month's revenue should be recognized one month in advance. If the contract stipulates that tuition will be refunded based on the portion of time in school (i.e. a fraction of a month may be refundable), then revenue should be recognized in arrears.

When tuition revenue is prorated, the entire gross invoiced amount is first applied to the deferred revenue account from which it can be apportioned on a monthly or quarterly basis. Note that these entries are the result of billing and should incorporate the gross amount of tuition. By the end of each year the entire amount for the current school year should be re-classified to tuition income (acct# 4120).

Appendix 5

Recognize Tuition Revenue <i>Monthly or more often</i>	2501-00 Deferred Tuition & Fees 4120-00 Gross Tuition note that this may not be one tenth of the total, however, it should be a calculated number. At the end of the year all deferred revenue related to the current year should be removed from deferred revenue	100,000	100,000
Recognize Tuition Revenue <i>Quarterly</i>	2501-00 Deferred Tuition & Fees 4120-00 Gross Tuition Note that this may not be one fourth of the total, it should be a calculated number, however at the end of the year all deferred revenue related to the current year should be removed from deferred revenue	250,000	250,000

Tuition Discount Policy: When discounts are applied they should reduce ‘Accounts Receivable’ #1205 against ‘Discounts and Allowances’ #4127.

Scholarship Policy: When scholarship funds are received from the Catholic Schools Foundation or any other party, they should be first booked as ‘Gifts and Bequest’ #4108. To recognize the use if these funds for tuition relief, an entry should be made to debit ‘Tuition Discounts’ #4127 and credit ‘Tuition Receivable’ #1205.

Tuition Refunds/Adjustments: For students who withdraw from the school, schools may offer students a partial refund of tuition that has been paid. Students receive refunds based on a portion of what has already been paid and the timing of the withdrawal. Once revenue has been recognized it is unlikely that it will be subject to a refund. Tuition refunds will normally be based on contractual agreements, the amount paid, scholarships, etc. In general, a percentage or a portion of the remaining unearned tuition is normally returned based on the timing of the withdrawal. This would also include scholarships that are applied against tuition if the scholarship is awarded over the full year, it could also include any other discount.

To calculate the refund, first determine the unearned portion of the paid Accounts Receivable. That entry is a credit to cash and a debit to AR when a check is written to the family. Similarly, the portion of a scholarship that is related to that portion of AR should also be added to AR against the sub-account of 4127 where it was originally entered. Don’t forget to move the amount of the unused scholarship from the operating account back to scholarship savings. At this point the balance remaining in AR should be relieved as a tuition refund with a credit entry against AR and debit to 4127-06 tuition refunds.

There should be a remaining balance in Deferred Revenue for the student withdrawing that has not yet been recognized as revenue, you can recognize that amount immediately as revenue. That entry is balanced by the entry to account 4127-06. The deferred revenue balance has nothing to do with the AR balance or the amount necessary to refund, it is the unearned portion of the gross invoice. The refund will be determined on the basis of the contractual agreement and/or the percentage of time completed.

Appendix 5

Entry	Description	Debit	Credit
<i>Tuition</i>	1205-00 Accounts Receivable – Tuition		200,000
<i>Payments</i>	1000-00 Cash Checking #1	200,000	
<i>Discount for Full</i>	1000-00 Cash Checking #1	3,700	
<i>Payment of</i>	1205-00 Accounts Receivable – Tuition		4,000
<i>Tuition</i>	4127-00 Tuition Discounts	300	
<i>Tuition Payment</i>	1000-00 Cash Checking #1	4,000	
<i>Current</i>	1205-00 Accounts Receivable – Tuition		4,000
<i>Year</i>	(To record money received for a specific individual in their name – for instance a relative of the student– received in the Current Fiscal Year)		
<i>Tuition</i>	1000-00 Cash Checking #1	100,000	
<i>Assistance Current</i>	4108-00 Gifts & Bequests		100,000
<i>Year – From</i>	1205-00 Accounts Receivable Tuition		100,000
<i>outside</i>	4127-0X Scholarship		
<i>organization or</i>	(To record scholarship received from an outside organization	100,000	
<i>related entity</i>	or related entity (ex. Catholic School Foundation)		
<i>Scholarship Gift –</i>	1050-00 (or 1080-00) Scholarship Savings	900,000	
<i>Year Gift is</i>	4108-00 Gifts & Bequests		900,000
<i>Received</i>	(To record a bequest to the parish or school for payment of future scholarships for students)		
<i>Tuition</i>	1050-00 (or 1080-00) Scholarship Savings		2,000
<i>Assistance from</i>	1000-00 Cash Checking #1	2,000	
<i>Endowment</i>	1205-00 Accounts Receivable – Tuition		2,000
	4127-0X Scholarship	2,000	
	(To record within the current year, tuition paid from any endowment account established for that purpose. First re-class restricted savings to an unrestricted account. Note that when endowment was established this money was already entered as income – the entry to Discounts is to offset the portion of tuition income that will not be paid.)		

Appendix 5

Scenario: A student is invoiced \$4,000 for the academic year. He is awarded a scholarship provided by the Catholic School Foundation. The student is fully paid by November 1st for the entire academic year. On December 30, the student withdraws from the school. As is school policy, the student is refunded for the portion of the year that he did not attend. The following entries should be made relating to this student/scenario.

		Cash #1000	Scholarship Savings #1080	Tuition A/R #1205	Deferred Tuition #2501	Gifts & Bequests #4108	Tuition Revenue #4120	Scholarship #4127-XX	Tuition Refund #4127-06
06/30/20XX	Invoice gross amount to student for the Academic Year's Tuition			4,000.00	(4,000.00)				0.00
07/30/20XX	School receives tuition assistance/scholarship aid from outside organization		1,500.00			(1,500.00)			0.00
09/01/20XX	Apply scholarship to student's account	1,500.00	(1,500.00)	(1,500.00)				1,500.00	0.00
09/1/20XX	Regular payment made	1,200.00		(1,200.00)					0.00
10/15/20XX	Recognize first quarter revenue				1,000.00		(1,000.00)		0.00
11/01/20XX	Regular payment made	1,300.00		(1,300.00)					0.00
12/15/20XX	Recognize second quarter revenue				1,000.00		(1,000.00)		0.00
12/30/20XX	Student withdraws from school (only attended half a year, but paid for full year):								
	Reverse Unused Scholarship			750.00				(750.00)	0.00
	Recognize final tuition revenue from Deferred				2,000.00		(2,000.00)		
	Refund student	(1,250.00)		1,250.00					
	Post Tuition refunded			(2,000.00)					2,000.00
	Ending Balance	2,750.00	0.00	0.00	0.00	(1,500.00)	(4,000.00)	750.00	2,000.00
	PAID FOR TUITION	2,750.00				NET TUITION REVENUE	(2,750.00)		

Appendix 5

Allowance for Doubtful Accounts: An allowance for doubtful accounts should be recorded if the school is reasonably certain all or a portion of outstanding tuition receivables will ultimately not be collected. Depending on tuition collection activity and history not all schools will need to record an allowance for doubtful accounts. However, outstanding receivables should be reviewed on at least an annual basis to determine if recording an allowance for doubtful accounts is appropriate. To record the reserve first ensure the two allowance accounts, Allowance for Tuition AR Bad Debt #1206 and Tuition Bad Debt #6760 from the RCAB chart of accounts are created in the schools QuickBooks file. Secondly review the outstanding receivables and by either reviewing historic activity, or on an individual family by family basis, determine where or not collection is likely.

The following is an example of the initial setup and year-end review of the allowance for doubtful accounts.

Analysis of Tuition Accounts Receivable for Allowance account entry:

2017	un-collected tuition= \$28,000	Potentially collectible = \$5,000	Bad Debt= \$23,000.
2018	un-collected tuition = \$76,000	Potentially collectible = \$46,000	Bad Debt= \$30,000.
2019	tuition invoiced=\$1,000,000	Potentially collectible = \$965,000	Bad Debt= \$35,000.

Uncollected Tuition=\$1,104,000 Potentially collectible = \$1,016,000 Total Bad Debt= \$88,000

Initial Allowance Setup	1206-00 Allowance for Tuition Bad Debt		88,000
	6760-00 Tuition Bad Debt (To record opening balance. Entry is only to record the initial bad debt, thereafter the year end adjustment is made.)	88,000	
Permanent Removal of Bad Debt	1205-00 Accounts Receivable – Tuition		37,000
	1206-00 Allowance for Tuition Bad Debt (Based on parish analysis during the year \$17,000 and \$20,000 is determined to be uncollectable from 2017 and 2018, respectively. Entry is to remove AR permanently as bad Debt when determined totally uncollectible.)	37,000	

Bad Debt Recovery	1205-00 Accounts Receivable – Tuition	1,000	
	1206-00 Allowance for Tuition Bad Debt		1,000
	1000-00 Cash Checking #1	1,000	
	1205-00 Accounts Receivable – Tuition (To record recovery of \$1,000 from 2015 that was bad Debt previously permanently written off – first bring back to receivable account then normal cash/AR entry)		1,000

Appendix 5

Analysis of Tuitions Receivable & Allowance for Bad Debt account at end of the fiscal year:

Year	Orig. AR	Collections	Write off Bad Debt	Collection of	Balance	%Uncollectible	New Bad Debt total at year
2017	28,000	-12,000	-17,000	1,000	0	0	0
2018	76,000	-35,000	-20,000	0	21,000	70%	14,700
2019	1,000,000	-975,000	0	0	25,000	30%	7,500
Total	1,104,000	-1,022,000	-37,000	1,000	46,000		22,200

Tuition Allowance at End of the fiscal year final adjustment:

Year	Original Entry	Net Adjustments during the year	Ending Balance
2017	-23,000	16,000	-7,000
2018	-30,000	20,000	-10,000
2019	-35,000	0	-35,000
Total	-88,000	36,000	-52,000

Calculated Uncollectible +22,200 (Calculated in end of fiscal year analysis above)

Adjusting entry $(-52,000 + 22,200) = -29,800$ (Difference between Opening Balance and ending calculation)

Year End Adjustment Tuition Allowance Account	1206 Allowance for Tuition Bad Debts 6760 Tuition Bad Debt (To adjust Tuition Bad Debt Allowance at year end for actual Performance and new projections)	29,800	29,800
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Appendix 6

Employee Compensation Accrual Accrued Payroll

Accrued Payroll is the wages, salaries, commissions, bonuses, earned but unused vacation time and the related payroll taxes and benefits that have been earned by employees but have not yet been paid or recorded in the parish and school's accounts. On an accrual basis, expenses are accrued/recorded when incurred. Payroll should be expensed during the period in which the work is performed (incurred) and not when it is paid.

All parishes and schools should accrue for salaries earned but not paid as of June 30 of the current fiscal year. In general you should have this information before you close the books for FY2020 from your payroll provider. Depending on the payroll schedule for the parish or school a week or several days may be earned in the current fiscal year but not paid until the next fiscal year. For example, if the payroll runs every two weeks one week may be the last week in June and the other the first week in July. In this instance the full payroll will not be paid until the next fiscal year, but the first week of that payroll period should be accrued as of June 30th. For regular staff that work twelve months you may accrue based on the number of FY19 days in the next payroll as a % of the total days paid with that payroll times the gross payments for salaries, FICA, Matching FICA, etc. Remember to reverse these accruals at the beginning of the next fiscal year.

To accrue for teacher's salaries refer to the examples below:

Below are typical scenarios relating to teachers' contracts:

1. A contract runs for the School Year September 1st to June 30th and teachers are paid over twelve months beginning with September.
 - a. **All pay for July and August of the following year should be accrued as of June 30th since the payroll expenses were incurred as of June 30th.**
 - . **The easiest test is whether you would still have to pay the teachers if the school closed on June 30th, if you do then accrue.**
 - i. **Since you accrue everything there is no residual accrual as in 2 and 3 "i" or "j".**
2. A contract runs for the School Year September 1st to June 30th, but substantial work is done by the teachers during July and August, and teachers are paid over twelve months beginning September.
 - a. There is no major accrual since they are paid as the work is performed.
 - i. No accrual for July and August wages as substantial work is performed during those months and the wages do not relate to work performed in prior periods. To our knowledge no school fits this category.
 - j. **Accrue the portion of pay that was earned in the fiscal year that was paid in July of the following fiscal year due to timing.**

Appendix 6

3. A contract runs for the School Year September 1st to June 30th and teachers are only paid during the school year.
 - a. There is no major accrual since teachers are only paid during the school year.
 - i. **Accrue the portion of pay that was earned in the fiscal year that was paid in July of the following fiscal year due to timing.** In this case the total paid in July would be accrued.

4. A teacher's contract runs from July 1st to June 30th, and teachers are paid over twelve months.
 - a. There is no major accrual since they are paid during the fiscal year for work performed during the same year. Any salary accrual under this scenario would be the wages earned in fiscal year 2019 that are not paid until fiscal year 2020 due to the timing of payroll.
 - i. **Accrue the portion of pay that was earned in the fiscal year that was paid in July of the following fiscal year due to timing.**

Payroll tax liabilities will include the following:

Matching Social Security and Medicare taxes on the accrued payroll
State and federal unemployment taxes;

Payroll related liabilities such as workmen's compensation, employer's portion of health insurance

At a minimum please accrue gross salaries, matching FICA and Medicare.

Note: An efficient method for determining the amount to accrue is to review what was paid to the employee subsequent to the year end for services rendered in the current fiscal year. For teachers in category (1) and because the books should be closed as of Aug. 7th you may double the July figure.

Please use account number 2280 to book accrued payroll against the appropriate salary accounts in QuickBooks. Once you have calculated all of the accrued payroll and related expenses, you should record them in the appropriate payroll expense accounts with the total opposite entry to account #2280. This entry should be recorded with a date June 30, 2019 **Remember to reverse this entire entry at the beginning of the next fiscal year with a reversal date of July 1, 2019. You may elect to reverse the July portion in July and the August portion in August of the following year.**

Bank Reconciliations

Background

Bank reconciliations are an important part of any successful business. These are done for many reasons. The first is to catch any errors. This could be an error on the bank side that would never be caught if a reconciliation was not done. Another reason is to follow up on transactions. When doing the reconciliation, it is easy to spot old transactions that have not cleared yet. It is important these are followed up on to ensure there are no disagreements about who the money is owed to. It is also a good tool to measure performance. Looking at the bank balance does not do a good enough job of showing what funds are available, since there are most likely checks that have been cut that have not been cashed yet. This will help you see your true available balance. Finally, doing a bank reconciliation is important to protect against fraud. Doing a reconciliation can help catch any transactions that are not approved.

All parishes and schools should complete bank reconciliations monthly for all bank accounts. This should typically be done no more than 30 days after the end of the statement period (i.e. May 31st bank reconciliations should be completed by June 30th at the latest). All bank accounts should have a period ending of the last day of the month. If this is different, please contact your bank to have this changed. Even if the statement date is not the end of the month, all accounts should be reconciled with an end of the month date. It is also recommended to keep extra cash (more than 3 months of operating expenses) on deposit with the RCAB rather than having outside savings accounts.

For common bank reconciliation questions and potential issues, please see below:

1. Outstanding deposits and checks

In accordance with the RCAB Financial Practices and Compliance Services team's best practices recommendations, and to obtain a clean audit for Corporation Sole, we are asking that all uncleared deposits greater than 3 months outstanding are resolved. These outstanding deposits make the cash balance look higher than it really is, so it is important to make sure they do not linger on the bank reconciliation. Outstanding checks are less important, but efforts should be made to follow up on these if they have not been cashed for 6 months.

2. Clearing off items

Below is an example of an outstanding deposit that needs to be cleared off (\$538.25 from 7/31/2015). If possible, please research any outstanding deposits over 3 months old and do a Journal Entry to reverse the posting. **Do not utilize the void feature in QuickBooks. Because the item is related to a prior fiscal year, using the void feature will change every bank reconciliation between the date of the entry being voided and current date.** Once a Journal Entry has been done, there should be offsetting items in both the Outstanding Checks and Deposits sections that can be clicked off when doing the recon. If you are unsure on any parts of this, please reach out to Parish Finance and we will assist you.

Appendix 7

Total Checks and Payments		-8,162.86	
Deposits and Credits - 2 Items			
General Journal	07/31/2015	JE	538.25
Deposit	04/30/2018		130,000.00
Total Deposits and Credits			130,538.25
Total Uncleared Transactions			122,375.39

3. Clearing off \$0 items

Below is an example of some \$0 items that are on the outstanding list. There should not be any of these items on a bank recon. To remove these, just click on them when you are doing the next reconciliation and they will be removed.

Deposits and Credits - 22 Items				
General Journal	04/23/2014	V2014...	X	561.56
General Journal	07/31/2014	V2014...	X	190.00
General Journal	07/31/2014	V2014...	X	200.00
Deposit	01/26/2015		X	11.96
Deposit	04/28/2015		X	9,113.00
Check	03/11/2016	9673	X	0.00
Deposit	05/06/2016		X	250.00
Check	05/23/2016	9754	X	0.00
Bill Post -Check	05/27/2016	9762	X	0.00
Bill Post -Check	06/03/2016	9774	X	0.00
Deposit	09/28/2016		X	250.00
Deposit	05/07/2018		X	8,166.00

4. Signing off

All bank reconciliations should be signed off by the preparer and signed off as approved by the Pastor. This ensures that someone is taking responsibility for completing the bank reconciliations, and also that the Pastor has an understanding of the cash balances.

5. Posting in the right periods

When doing an entry to clear off an outstanding item, please double check the posting date. For example, if you are doing a reconciliation for June 30th and the date is July 15th, please make sure the date the journal entry is posted on is June 30th. Otherwise, the entry will not show up on the reconciliation, which could cause the entry to be duplicated or the item to linger past year end.

6. Voiding duplicate checks

A reason there may be an outstanding item is because a check was accidentally cut twice for the same invoice. If that is the case, and the check needs to be voided, please make sure you are only voiding the duplicate check and not the original which was cashed. **If the check relates to a prior year, do not use the void feature but create a journal entry to remove this instead.**