



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

June 10, 2022

Dear Bishop/Monsignor/Father:

The Fiscal Year 2021 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 2022 fiscal year and ask that you continue your support.

This fiscal year, we made great progress in the transition from QuickBooks to Intacct, with the majority of Parishes now on the new accounting system. As part of the Intacct roll out, the Parishes have also made a lot of headway in the reduction in number of outside, excess bank accounts in accordance with the current banking policy. This effort directly impacts the timely submission of the Fiscal Year End Questionnaires. With less excess, outside bank accounts, our Finance & Operations Managers and Business Managers have less bank accounts to reconcile on a monthly and year end basis. As a result, the amount of time needed to prepare the Fiscal year End Questionnaires has been reduced.

We want to express our gratitude to the Finance & Operations Managers and Business Managers for their assistance in helping us facilitate the closing of these excess accounts and adhering to the Corporation Sole audit schedule, which ultimately provides timely financial information to our parishioners.

In order to continue to adhere to our external audit schedule and provide timely financial information to our parishioners, the due date for the Fiscal Year 2022 Questionnaire is August 10, 2022. 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, 2022 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 FY22 before you prepare reconciliations. Please do not make changes to FY22 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 6/30/22, 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, 2022.

Restricted or Endowment Gifts: Please complete Schedule C for gifts received during fiscal 2022 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 6/30/2022 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, 2022. 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 – Manager – Parish Finance	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 10, 2022

This memo provides the guidance on preparation steps Parishes should take prior Year End Annual Questionnaire Submission to ensure properly stated financials.

- 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 FY22 before you prepare reconciliations. Please do not make changes to FY22 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 6/30/22, 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, 2022.
- 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 necessary entries and that your 6/30/2022 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 Intacct/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" 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.**
- 3) Review Common Investment Fund (CIF) end balances
- a) Does the CIF balance per Intacct/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 2022" and make the appropriate entry so that the year end CIF balance agrees to the year-end CIF 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.**
- 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.
- 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"
 - 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"
 - 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, 2021 - June 30, 2022



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, 2022 for the year July 1, 2021 - June 30, 2022

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 (RLF) accounts and Common Investment Fund (CIF) 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 FY2022**

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 6/30/2022 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, 2022. 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, 2022 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, 2022 bank statements and reconciliations to substantiate the Parish Trial Balance and Bank Statement Balance at June 30, 2022. **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, 2022	Bank Statement Balance as of June 30, 2022
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 2022 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 7/01/21

Please list below if previously not reported.

We have received restricted gifts during FY22

Please complete the following form and include all contributions received in 2022, which are restricted by the donor for a specific purpose.

Please only include below those gifts for 2022 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 FY22 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 FY22		-
			Total Funds Expended During FY22		
			Remaining FY22 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 6/30/2022

Please include copies of all leases listed below

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

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

Entity Number
-

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	Intacct Description
Indicates a new account in Intacct and not in QB				
Cash				
1000	Cash - Checking #1			
1010	Cash - Checking #2			
1020	Cash - Payroll			
1030	Petty Cash Fund	114024	Petty Cash Fund (Parishes)	
1040	Cash - Savings			
1045	Money Market Savings			
1060	Cash - Checking Bingo			
1080	Scholarship Savings			
1090	Cash - Other			
Cash equivalents -				
1050	Depository at RCAB	115600	Depository at RCAB	Funds deposited with RCAB's Revolving Loan Fund.
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	Short Term Investments include any investments that will expire within 1 year (except those already recorded as cash equivalents. Investments are recorded at current market value. Changes in market value are recorded against the asset account and the revenue account 710000. Note: market value adjustments are indicated by the Transaction Type – "Market Value Changes" on the Common Investment Fund Statements.
1120	Investments	122005	Other Investments	
Account Receivable, net -				
1200	Accounts Receivable	116000	A/R Customers	Included in this category are Accounts Receivable (open customer balances resulting from in-voicing). An allowance for estimated uncollectible amounts should also be provided.
		116500	A/R Other	Use this account for any A/R adjustments. These items will not flow through to the subledger.
1201	Allowance for Doubtful Accounts Receivable	116750	Allowance for Doubtful Accounts Receivable	This is a calculated amount based on historical data with some judgment involved. Note: This would be one lump sum (not subaccounts by year) and the amount in this account will be revised each year.
1205	Accounts Receivable - Tuition	116250	Accounts Receivable - Tuition	Tuition that is uncollected for the current, prior or following fiscal years. Use subaccounts to de-tail the receivable by years, if warranted.
1205-01	FACTS Tuition Receivable	116251	FACTS Tuition Receivable	FACTS Tuition that is uncollected for the current, prior or following fiscal years. Account established for FACTS Advanced Accounting.
1205-02	Smart Tuition Receivable	116252	Smart Tuition Receivable	SMART Tuition that is uncollected for the current, prior or following fiscal years.
1206	Allowance for Tuition AR Bad Debt	116751	Allowance for Tuition AR Bad Debt	FACTS Allowance for Doubtful Accounts
1210	Pledges Receivable	117500	Pledges Receivable	Uncollected amounts related to a current or prior year pledged contribution.
1220	Employee Advances or Loans	116501	Employee Advances or Loans	Uncollected amounts related to advance or loan issued to an employee
1250	Dividend Receivable	115001	Dividends Receivable	Uncollected amounts related to dividends declared.
Prepaid expenses				
1300	Prepaid Expenses	115200	Prepaid Expenses	Prepaid Expenses are assets created by prepayment for goods or services or to offset the early assumption of a liability. They expire and are charged to expenses based on the passage of time, usage, or other factors. All Prepaid Expenses could be recorded in a single account or separate cost centers could be used for each different type. Typically, prepaid expenses will relate to deposits made on equipment, fixed asset additions or insurance.
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				

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description	
1499	Undeposited Funds	115204	Undeposited Funds	This should only be a temporary clearing account. The undeposited funds account acts as a holding account for checks that will be aggregated and deposited later. This is essentially holding money not yet cashed.	
		115205	Unremitted Funds - FACTS	This should only be a temporary clearing account. The unremitted funds account acts as a holding account for funds that FACTS has not yet remitted to the School.	
Account Payable and accrued expenses -					
2000	Accounts Payable	210000	Accounts Payable	This is where bills should be recorded. If you make a journal entry to this account, it will not show up in the subledger.	
		210800	A/P Other	Adjustments to A/P should be recorded in this account. Entries to this account will not show up in the AP subledger	
		210400	AP - Credit Cards	Current Liabilities are the portion of obligations (amounts owed) due to be paid within the 12 months following the close of the year. During a fiscal year, current liabilities are understood as all liabilities that are to be settled within a fiscal year or operating cycle.	
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	Clearing account for payments taken by the School related to FACTS/SMART. This should only be a temporary clearing account.	
2007	Paid at Institution - SMART	211607	Paid at Institution - FACTS/SMART	Clearing account for payments taken by the School related to FACTS/SMART. This should only be a temporary clearing account.	
		211610	FACTS Payment Refund	Clearing account used by the School to issue a refund check to a family. This should only be a temporary clearing account.	
Account payable - agency -					
2020	Holy Father: Peter Pence	212060	Holy Father - Peter's Pence	Accounts Payable Agency are created by contributions received for the benefit of a third-party beneficiary. The Parish is collecting funds for the benefit of another organization (s).	
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		
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		

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description
2262	FSA Dep. Care	211211	Flexible Spending	Payroll Liabilities are amounts deducted from an individuals check that will be paid to State or Federal or other Government Agencies, designated banks, and any matching portions of those deductions (ER-FICA). These liabilities also include employee earned but unpaid wages.
		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	
2278	HSA Employer Contributions	211231	HSA Employer Contributions	
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	Short Term Notes (Demand Notes) The calculation of the following current liabilities is generally done as an adjustment from long term to current liabilities once a year.
		223000	Notes Payable	
Deferred revenue and support -				
2500	Deferred Revenue	215000	Deferred Revenue	Deferred Revenue is revenue recorded for a following fiscal period. This is also where unearned tuition (and discount) revenue is recorded until it is recognized (amortized) each month during the academic year.
		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 Revolv Loan-Noncurrent	223003	Debt to Revolv Loan-Noncurrent	
Other liabilities -				
2899	Other Indebtedness	224001	Other Indebtedness	Long-Term Liabilities are the portions of debts (or security deposit) with due dates greater than 12 months following the close of the fiscal year from the date of the balance sheet. These accounts are not normally adjusted except at year end.
Mortgage note payable - Long Term				
2900	Notes Payable - Non Current	225001	Notes Payable - Non Current	
Fund Balance and Equity -				
3000	Beginning Balance	310002	Net Assets	Fund Balance and Equity accounts report the accumulated profits or losses for the parish. No entries are to be made to these accounts without prior consultation with the Finance Department.
3900	Fund Balance	310002	Net Assets	
3999	Fund Balance FY13 Entries	310002	Net Assets	
Collections -				
4101	Offertory	410000	Offertory	Amounts collected from parishioners at weekly masses for support of the Parish. In most Parishes this is the first collection. These collections may be at mass, mailed or electronically funded provided they are designated for offertory. Included in this category are Holy Day collections.
4102	Offertory Monthly	410001	Offertory Monthly	Amounts collected from parishioners in addition to weekly offertory, for various designated purposes. These collections may be at mass, mailed or electronically funded. The purpose for the collection could be for, but is not limited to, collections for debt (mortgage), fuel or snow removal. The frequency of these collections may be monthly, semi-monthly, quarterly, or semi-annual.
		410006	90 Days Now Online giving	Amounts collected from parishioners through the online giving 90 days now. These funds are collected and recorded in a RLF savings account.

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description
4103	Grand Annual	410002	Grand Annual	Amounts collected as the result of a one-time annual solicitation to be used for a specific designated purpose. Funds collected should be clearly identified as grand annual. This collection may be at mass, mailed or electronically funded provided they are designated for grand annual. Examples of a grand annual collection may include, but are not limited to collections for debt (mortgage), operations, fuel, snow removal and capital projects.
4106	Tithing	410005	Tithing	An offering of a percentage of income received from a community to be used for a particular purpose such as a community event or support of the Central Apostolate.
Contribution, bequests and grants -				
4107	Catholic Appeal Rebate	411005	Catholic Appeal Rebate	Amounts received from the Catholic Appeal that represent the parish's percentage share of pledge payments over their annual assessment.
4108	Gifts and Bequests	412750	Gifts And Bequests	Unsolicited gifts or donations from individuals and organizations. This includes all estates, legacies and memorials.
4108-01	Catholic Schools Foundation	412501	Catholic Schools Foundation	Amounts received from Catholic School Foundation to support School
4108-02	Scholarship Donations	412502	Scholarship/Financial Aid Donations	Amounts received for scholarships and financial aid
4198	Donations - Other	412500	Donations - Other	Amounts received from parishioner based collections solicited for a specific purpose in response to an unusual or extraordinary circumstance. Collections recorded here are non-recurring one-time purposes that occur within one year. *Please Identify the type of donation when using this account. Debt (mortgage) collections, fuel collections and snow removal should not be categorized in Donations-Other unless they relate to an unusual, extraordinary or one-time event.
		411003	Matching Gifts - Individual	Amounts collected from matching gifts from an individual.
		412253	Grants - Federal	Amounts collected from federal grants.
		412254	Grants - State	Amounts collected from state grants.
		412255	Grants - Private	Amounts collected from private grants/foundations.
Parish Fundraiser Events -				
4317	Capital Campaign Donations	713754	Capital Campaign Contributions	A capital campaign is a parish-wide solicitation of pledges to be paid over a period that extends beyond one year. The assistance of a fundraising firm is required and must be approved by the Archdiocese of Boston.
4405	School/ Non Athletic Events	414001	School/ Non Athletic Events	Amounts received for school events. Example includes school plays.
4406	Athletic Events	424500	Athletic Events	Amounts received for athletic events. Examples include football games, hockey games, etc.
4410	Misc. Fundraising Activities	414004	Misc. Fundraising Activities	Amounts received from functions held for the benefit of the parish. Examples include variety shows, dances and auctions as specific fundraising events, calendar and magazine drives, etc. *Create a project dimension to track different fundraising events. All corresponding fundraising costs should be recorded. See fundraising expenses 535000.
		414002	Athletic Events Fundraising	Fundraising expenses should not be netted against these revenue accounts.
4450	Bingo Income	414005	Bingo Income	Amounts received from Bingo. Represents the income entries from the Bingo checking account. All Bingo expenses including prizes, taxes and other expenses should be booked to account 535001 with an appropriate class code that is used solely for Bingo expenses.
Tuition and Fees -				
4165	Religious Education	415152	Religious Education Fees	Amounts earned for the Religious Education program of the parish.
4120	Gross Tuition (Elementary/ High School)	415000	Tuition	Amounts earned or invoiced for current fiscal year tuition and related fees regardless of whether or not the amounts were paid or remain outstanding.
4127	Tuition Discounts	415002	Tuition Discounts	Amounts for any discounts that are given to decrease tuition.
4400	Extended Day Income	415005	Extended Day Income	Amounts earned for before and after school programs
4127-01	Employee Tuition Discounts	415003	Employee Tuition Discounts	Tuition discount issued to families who are also employees of the School.
4127-02	Financial Aid - CSF	415007	Financial AidCSF	CSF financial aid applied to tuition
4127-03	Financial Aid - External	415008	Financial AidExternal	Financial aid received outside of the School (i.e. St. Vincent de Paul Scholarship)
4127-04	Financial Aid - Internal	415009	Financial AidInternal	Financial aid granted by the School (i.e. sibling discounts, Pastor's Scholarship, etc.)
4127-05	Merit Scholarships	415010	Merit Scholarships	Financial aid issued on the basis of merit.
4127-06	Tuition Refunds	415004	Tuition Refunds	Refund issued related to tuition.
4129	Fees	415104	Fees-Other	Amounts earned for fees not properly classified in any other category. For enrichment programming, create a project for each program.
4129-01	Fees-Registration	415102	Fees-Registration	Amounts earned for fees related to registration/enrollment.
4129-02	Fees-Athletic Participation	415106	Fees - Athletic Participation	Amounts earned for fees related to athletics and sporting events.
4129-03	Fees-Book	415105	Fees-Bookstore	Amounts earned for maintenance of bookstores.
4129-04	Fees-Technology	415103	Fees-Technology	Amounts earned for maintenance of technology.

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description
		415162	Fees - Camp	Amounts earned for School camp programming.
		415107	Fees - Late Payment	Amount received for fee related late payment on tuition.
		415160	Field Trip Income	Amounts received for field trips.
		415161	Mission Trip income	Amounts received for mission trips.
		415163	Program Activity Income	Amount charged for non athletic programs
	Investment income -			
	4310 Interest/Dividend Income	416002	Interest Income	Amounts include interest credited or received from banks, investment companies and the RCAB Revolving Loan Fund.
		416000	Dividend Income	Dividends declared by the Common Investment Fund are also posted here—please review sample in Intacct Training document CB2 - Cash & Banking - CIF Reconciliation
	4320 Market Gain(Loss) Investments	710000	G/L on Investments - Unrealized (Market Value)	Unrealized gain (increase) or loss (decrease) in the market value of shares held in the Common Investment Fund.
	4750 Gain(Loss) Sale - Investments	710006	G/L on Investments - Realized	Realized gain or loss on the sale of shares held in the Common Investment Fund.
	Rental Income -			
	4315 Rental Donations	417000	Rental Income	Amounts earned from individuals, sponsored groups or agencies for the periodic use or occupancy of the parish premises. Examples include rental of rooms for events such as social gatherings, community or group meetings and also includes clergy room and board. This applies to rental arrangements in which no formal and legally binding lease is entered into by the parish through the RCAB real estate department.
	4316 Lease Income	417001	Lease Income	Amounts earned as rent or fees for any lease/license agreement to use or occupy a portion of the parish premises. Examples include leasing of parking lots, buildings, or licensing space for cell towers. This account is to be used for income arising from an arrangement in which a formal and legally binding lease contract is entered into by the parish through the RCAB real estate department.
	Sacramental Offerings -			
	4105 Sacramental Offerings	423000	Sacramental Offerings	Amounts received as offerings for other sacraments.
		423002	Baptisms	Amounts received as offerings for baptisms.
		423003	Funerals	Amounts received as offerings for funerals.
		423001	Weddings	Amounts received as offerings for weddings.
		423004	Mass cards	Amounts received from mass cards
		423005	Mass intentions	Amounts received for mass intentions (announced)
	Shrines, Candles, and Flowers -			
	4104 Shrines, Candles, & Flowers	423250	Shrines, Candles, Flowers	Amounts received from shrines and special donations for candles and flowers.
	Cemetery Operations -			
	4111 Sale of Lots	418015	Sale of Lots	Amount charged for burial lot. Note: 10% of lot sales should be deposited to perpetual care. The balance goes to account 418013
		418021	Sale of Niche	Amount charged for niche. Note: 10% of niche sales should be deposited to perpetual care. The balance goes to account 418013
		418001	Cemetery Refunds	Refund issued related to cemetery sales.
	4112 Receipt for Perpetual Care	418013	Perpetual Care Receipts	Portion of sales of lots, 10% for grave or lot and 30% for mausoleums.
	4113 Annual Care	418000	Annual Care	Annual amount charged to burial lots for maintenance of grounds. Does not include those that have Perpetual Care
	4114 Openings	418010	Openings	Amounts charged for the excavation of a burial site. Create projects for the various types of openings (i.e. lot, cremation, crypt, etc.)
		418011	Overtime Charges	Amounts charged on top of regular opening fee (example: Saturday or Winter Surcharge).
	4115 Lowering Devices	418006	Lowering Devices	Amounts charged for the charges associated with special equipment used when lowering a casket into a grave or lot.
	4116 Loam/Seeding	418005	Loam/Seeding	Amounts charged from owners of graves or lots for special requests for additional loam or seeding being added.
	4118 Foundations	418003	Foundations	Amounts charged for setting the foundation for the marker.
	4121 Mausoleum Sales	418008	Mausoleum Sales	Amount charged for a crypt in a Mausoleum. Mass. State Law requires 30% of sale to be set aside for Perpetual Care. This money should be sent into the Perpetual Care Fund.
	4122 Records	418014	Records	Amount charged for copies of burial records.
	4123 Tents	418017	Tents	Amounts charged for the use of tents.
	4125 Concrete Burial Unit	418002	Concrete Burial Units	Amount charged for the burial box that sits at the bottom of the grave in which the coffin is housed.
		418004	Liners	Amounts charged for the grave liner which encloses the caskets but does not seal like a concrete burial unit/burial vault.

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description
		418019	Markers	Amounts charged for grave marker, small memorial that sits flat on the ground.
Other Revenues -				
4110	Books and Pamphlets	424504	Pamphlets	Amounts received from the sale of pamphlets, directories, etc.
4196	Parish Sharing	424505	Parish Sharing	Amounts received from other parishes to assist in paying operating costs.
				Amounts received from non-parishioner based sources that do not appropriately belong in any other defined revenue account. An example would be insurance proceeds. * Please identify type of income in memo field when using this account.
4398	Misc. Other Income	424503	Other Revenue	
4401	Cafeteria Sales	424511	Sales - Cafeteria	Amounts received for food services provided in the school cafeteria
		424519	Sales - Milk Income	Amounts received for school milk.
4402	School Store Sales	424510	Sales - BookStore	Amounts received for bookstore sales.
4510	Pilot Sales	424506	Pilot Sales - Classified	Amounts received from the sale of The Pilot, the Archdiocesan weekly newspaper.
				Amounts received from the sale of real property, by definition land and buildings. Include the sale of equipment and other church property.
4318	Property Sale Proceeds	710003	G/L on Sale of Property - Real	
		715405	Transfer to / from Parish	Amounts transferred to parish for operations without expectation of reimbursement
		715407	Transfer to / from School	Amounts transferred to parish school for operations without expectation of reimbursement
		715406	Transfer to / from Cemetery	Amounts transferred to cemetery for operations without expectation of reimbursement
4592	School Tax Income	424512	School Tax Income	Amounts received from RCAB or directly from another parish to support the parish school operations.
4547	RCAB Support	424507	RCAB Support	Amounts received from RCAB as a subsidy or allocation to reduce the cost of parish operations.
4550	Youth/Adult Ministry Income	424516	Y/A Ministry/Program Income	Amounts received related to youth and adult ministry.
		415154	Retreat Program Fees	Amounts received for retreat programs.
		424520	Advertising income	Amounts received related to advertising. Example, Pilot bulletin advertising sales.
		711550	Reinsurance Recoveries	Amounts received related to an insurance claim
Compensation				
5001	Exempt Salaries	510000	Salary - Exempt	Amounts paid to salaried employees that are not subject to overtime rules of the Fair Labor Standards Act. Examples could include Director of Religious Education, Business Manager, Music Director and Organist.
5002	Non Exempt Salaries	510001	Salary - Non Exempt	Amounts paid to hourly employees who are eligible for overtime pay. Examples could include Secretary, Bookkeeper, and Custodian.
5003	Salaries - Foremen	510008	Salaries-Foremen	Amount paid to the foreman of the cemetery workers.
				Any compensation paid to individuals not considered employees (please refer to the Massachusetts Three-Prong Test to determine if an individual is considered an independent contractor by state law). This does not include professional firms. These individuals are subject to 1099 reporting requirements, and do not have Federal, FICA or State taxes withheld. An example would be a self-employed contractor. Most of these entries are better suited under the appropriate expense account related to the work done; such as repairs and maintenance accounts.
5004	Non Employee Compensation	510013	Non Employee Compensation	
				Any compensation paid on a regular basis to individuals not considered employees. These employees are subject to 1099 Form reporting requirements, and do not have Federal, Social Security, Medicare or State taxes withheld. Examples include accountant and other self-employed contractors.
5005	Salaries - Labor	510009	Salaries-Labor	
5006	Salaries - Mechanics	510011	Salaries-Mechanics	Amount paid to a full time mechanic.
5007	Accrued Vacation Expense	510005	Accrued Vacation	Amount paid for vacation time earned.
		510003	Temporary Non Exempt	Amount paid to a part time, temporary worker.
		517078	Professional Development	Amounts paid on behalf of lay employees for professional development programs. Examples include seminars, retreats, etc.
		525025	Travel	Amounts paid to reimburse lay employees for any qualified mileage charges based on business miles and IRS mileage rates and regulations.
Employee Benefits				
5101	Employer's Fica (Social Security & Medicare)	510500	Employers Fica	Amount of Social Security and Medicare taxes contributed by the parish. Please check Circular E, issued annually by the Internal Revenue Service for the most current tax rate.
5102	Lay Health Insurance	510501	Lay Health Insurance	Amounts paid for employee health insurance programs. Examples include RCAB Health Benefit Trust, Tufts Associated Health Plan, and Harvard Community Health.
5103	Worker Compensation	510502	Workers' Compensation	Amounts paid on behalf of employees for Worker's Compensation Insurance. Example includes RCAB Worker's Compensation Self Insured Trust invoices.

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description
6003	Bank Service Charges	517001	Bank Service Charge	Amounts charged by banks for various banking services. Examples include returned check charge, and check processing charges.
6201	Office Supplies	517050	Office Supplies	Amounts paid for office supplies. Examples include pens/pencils, tape, calculator ribbons, paper and other office supplies that are either used up, do not qualify as fixed assets, and are not better suited to other office expense accounts.
6202	Telephone	520350	Telephone	Amounts paid for telephone services. Examples include the local telephone company, fax services, alarm services, answering service companies, and paging/beeper companies.
		520351	Telephone - Cable	Amounts paid for cable.
		520352	Telephone - Cell phone	Amounts paid for cell phone
		520353	Telephone - Internet	Amounts paid for internet.
6203	Office Equipment Repair & Contracts	520005	Maint. Equipment Contracts	Amounts paid for repairs and service contracts for office equipment. Examples include copiers, printers, postage machines and telephone systems.
6204	Books & Pamphlets	517011	Books, Pamphlets, etc	Amounts paid for books and pamphlets. Examples include materials purchased for book stands in the church, and Religious Education materials.
6205	Audio Visual	517000	Audio Visual	Amounts paid for audiovisual expenses. Examples include rentals of electronic media, movies or videos from RCAB's Office of Spiritual Development.
6206	Printing	517059	Printing & Graphics	Amounts paid for printing services. Examples include forms and brochures. Note: printing for fundraising purposes should be posted against the appropriate fundraising income account.
6207	Postage	517058	Postage & Freight	Amounts paid for stamps, mailing permits, bulk mail, postage meter re-fills, UPS, FEDEX, delivery services and other non-rental mailing costs.
6208	Dues & Subscriptions	517029	Dues & Subscriptions	Amounts paid for dues and subscriptions to periodicals. Examples include daily/weekly news-papers, monthly magazines, electronic subscriptions and fees to associations.
6209	Office Equipment Rental	517030	Equipment Rental	Amounts paid for the rental of office equipment. Examples would include postage machines, copiers or fax machines.
6210	Missalettes	534005	Missalettes	Amounts paid for the purchase of seasonal Missalettes.
6211	Weekly Envelopes	534013	Weekly Envelope	Amounts paid for printing and mailing weekly and special envelope packets to parishioners on parish mailing list.
Teaching & Classroom Expense				
6212	Teaching Supplies	515301	Teaching Supplies	Amounts paid for supplies used by teachers. Examples include testing materials and supplies for school projects.
6213	Textbooks	515302	Textbooks	Amounts paid to the book suppliers. Examples include readers and workbooks.
6214	Development Expenses	535003	Development Expenses	Amounts paid for expenses incurred by the school development program for fundraising.
6215	Advertising	532000	Advertising Exp	Amounts paid for advertising. Examples include advertising in local newspapers, parish bulletins, association or industry newsletters.
6216	Program Exp. (Library, ext-day, club etc.)As sub AC	515000	Program Activities Expense	Amount paid for non athletic programs (Library, Extended-Day, Club, summer/camp).
6220	Hardware	517035	IT Hardware	Amounts paid for computers, printers, copiers, etc. that don't qualify as fixed asset additions. Refer to Year-end Questionnaire for capitalization thresholds.
6221	Software	517034	IT Software	Amounts paid for computer programs/software and software licensing fees. Refer to Year-end Questionnaire for capitalization thresholds.
6222	IT Support	517036	IT Support	Amounts paid for any technical support for computers or printers.
6223	Mileage Reimbursement	525025	Travel	Amounts paid to reimburse lay employees for any qualified mileage charges based on business miles and IRS mileage rates and regulations.
		515101	Field Trip Expenses	Amounts incurred for field trips
Household, Custodian, & Laundry				
6250	Household	526005	Hshld/Dining - Supplies	Amounts paid for household supplies including soap and paper products.
6255	Laundry	526002	Hshld/Dining - Laundry	Amounts paid for the cost of laundry services and supplies.
		526003	Hshld/Dining - Uniforms	Amount paid for uniforms.
		526000	Hshld/Dining - Food	Amounts paid for food purchased for use in the rectory.
		526006	Household/Clerical Clothing	Amounts paid for clerical clothing.
Cafeteria & Food				
6260	Supplies	526500	Cafeteria Supplies/Maint	Amounts paid for cafeteria supplies.
6261	Food	526501	Cafeteria Food	Amounts paid for cafeteria food.
		526502	Milk expense	Amounts paid for milk.
		525036	Meals & Entertainment - Food	Amounts paid for food for functions/meetings.
Utilities & Maintenance				
6301	Utilities Electric	520376	Utilities - Electricity	Amounts paid for electricity and gas (for cooking).
6302	Heat	520377	Utilities - Heat	Amounts paid for oil and gas heating.
6303	Water & Sewer	520378	Utilities - Water & Sewer	Amounts paid for water and sewer services.
6304	Property Rental	520675	Property Rental	Amounts paid for rental of buildings, rooms or halls for parish programs.
6305	Property Insurance & Liability	519005	Property Insurance & Liabili	Amounts paid for insurance costs on parish property. Examples include fire, boiler, theft, liability, and other liability or property insurances.
		519000	Ins - Property & Boiler	Amounts paid for "Parish Boiler and Machinery" insurance

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description
		519001	Ins - Fire	Amounts paid for "Parish Fire" insurance
		519003	Ins - Liability	Amounts paid for "Parish Liability Coverage" insurance
6306	Maint. Equipment Contracts	520005	Maint. Equipment Contracts	Amounts paid for service contracts on equipment. Examples include annual organ service contracts, alarm company contracts, hot water heater, boiler or elevator maintenance contracts.
6307	Maintenance Supplies	520003	Facility Maintenance Supplies	Amounts paid for any supplies purchased and used for facilities maintenance. Examples include chemicals for cleaning church floors and ice-melt in the winter.
6308	Maintenance Grounds	520007	Maintenance Of Grounds	Amounts paid for landscaping costs and dumpster charges.
		520010	Trash removal	Amounts paid for trash removal/dumpster charges.
		520001	Facility - Grounds & Snow Remo	Amounts paid for snow plowing.
6309	Maintenance Buildings	520006	Maintenance Of Buildings	Amounts paid for building maintenance. Examples include plumbing repairs, roof repairs and boiler or elevator repairs. Note: these are repairs that don't qualify as Fixed Asset Additions. Refer to Year-end Questionnaire for capitalization thresholds. Other examples of improvements that by themselves are not capital improvements are painting, refinishing floors, patching steps or walkways. As part of a total renovation they are capitalized, alone they are expensed as maintenance. Roof repairs that do not extend the life of the roof for one year or more beyond the original estimated life of the building are repairs. Please contact the Finance Department with items over \$3,000 that you feel should be expensed.
6310	School Service	520677	School Service	Amounts paid for services rendered on behalf of students. Example includes companies that test for reading abilities.
Property Tax				
6311	Property Taxes	520679	Property Taxes	Amounts paid for property taxes on buildings no longer used for Non-Profit purposes.
Operating Expenses				
6312	Plants, Shrubs, Seeds, etc.	520011	Grounds Maintenance Supplies	Amounts paid for any supplies purchased and used to maintain the cemetery grounds. Examples include hedge trimmers, rakes, trash barrels, plant, bushes, shrubs, seeds, loam, and fertilizer.
6313	Loam, Fertilizer			
6317	Grounds Maintenance Supplies			
6350	Operating Expenses	527008	Other Cemetery Expenses	Costs not covered by the following 527000-527008 (cemetery expense) accounts.
6351	Concrete Burial Units	527005	Concrete Burial Units	Cost of the concrete burial unit sold to the customer.
6352	Foundation Materials	527002	Foundation Materials	Cost associated with the materials to install a foundation. This only pertains to those cemeteries that in-stall foundations themselves.
6354	Maint. of Operating Equipment	520012	Maint. of Operating Equipmen	Cost associated with the maintenance of the cemetery equipment. Examples could include repairs to backhoe or to a compressor.
6355	Equipment Rental	517030	Equipment Rental	Cost associated with the rental of equipment used within the cemetery operation tasks. Examples would include a Backhoe Operator to open graves.
6356	Contract, Operating	527003	Contract Services - Burials	Amounts paid to outside contractors for costs associated with special openings of a grave or lot.
Vehicle & Related				
6401	Vehicle Fuel, Maintenance, & Repair	524000	Vehicle Fuel, Maintenance, & Rep	Amounts paid for gas, oil, and repairs to parish vehicle (s).
6402	Vehicle Insurance & Registration	519002	Ins - Vehicle	Amounts paid for vehicle insurance.
		524003	Registration	Amounts paid for vehicle registration and title fees.
		524005	Auto Lease Payments	Amounts paid for vehicle lease payments.
		524006	Vehicle Expense	Amounts paid for other vehicle expenses.
Pastoral / Liturgical				
6500	Pastoral/Liturgical	534009	Pastoral/Liturgical	Amounts paid for Pastoral or Liturgical expenses or supplies such as pictures or statues in the worship space and not included in the following 534XXX accounts.
6501	Altar Supplies	534000	Altar Supplies	Amounts paid for liturgical supplies used for worship. Examples include candles, altar wine, hosts, and vestments and the cleaning of alter cloths or vestments.
6502	Societies	534012	Societies	Amounts paid for expenses to societies, guilds, and clubs.
6503	Charitable Works	534001	Charitable Works	Amounts paid for social work and contributions to charities.
6504	Music	534006	Music	Amounts paid for sheet music used in liturgy.
6505	Youth / Athletics	534015	Youth/Athletics	Amounts paid for youth programs and athletic events. Examples include parish Religious Education program, CYO program and youth outreach group program.
6506	Entertainment Hospitality	534002	Entertainment / Hospitality	Amounts paid for special functions that are not fundraising events. Examples include parish annual appreciation dinners/gatherings, outings and other non-fundraising functions.
6507	Parish Sharing	534008	Parish Sharing	Amounts paid to another parish or parishes to share their costs of operations. Example includes a parish sending money to cover the cost of educating one of their students who attends school in a second parish.

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description
6508	Hospital Chaplain	534004	Hospital Chaplaincy	Amounts paid for the parish share of hospital chaplain expenses.
6509	Flowers	534003	Flowers	Amounts paid for flowers used in liturgy services. Examples include flowers purchased for Christmas and Easter celebrations and flowers sent as gifts to parishioners for appreciation.
6510	Religious Education	534010	Religious Education	Amounts paid for religious education expenses.
6520	Youth/Adult Ministry Exp.	534014	Youth/Adult Ministry Exp.	Amounts paid for youth and adult ministry expenses.
		515103	Camp Expense	Amounts paid camp expenses.
		515102	Mission Trip Expenses	Amounts paid for mission trip expenses.
Athletic Expenses				
6530	ADM Athletic Expenses			
6540	ADM Athletic - Equipment	515201	Athletic - Equipment	Amounts paid for equipment used in school sports program. Examples include baseball bats, footballs and basketballs.
6545	ADM Athletic - Transportation	515202	Athletic - Transportation	Amounts paid for transportation costs relating to sporting events. Example includes buses used to transport school athletes to opposing schools' gymnasiums and fields.
6550	ADM Athletic - Referees	515203	Athletic - Referees	Amounts paid to referees for school sporting events.
6555	ADM Athletic - Facilities	515204	Athletic - Facilities	Amounts paid for rental / use of space not owned by parish for school use.
6560	ADM Athletic - Program Fees	515205	Athletic - Program Fees	Amounts paid to leagues for various sporting programs.
6565	ADM Athletic - Insurance	515207	Athletic - Insurance	Amounts paid for insurance coverage for students participating in school sports programs.
6570	ADM Athletic - Memberships	515206	Athletic - Memberships	Amounts paid for athletic memberships on behalf of school participants in sports programs.
6580	Misc. Athletic Expense	515208	Athletic - Misc expenses	Amounts paid for any athletic expenses that didn't fall under other categories.
		532013	Laundry & T-Shirts	Amounts paid for t-shirt or laundry expenses.
Professional Development				
6601	Meetings & Workshops	525000	Conferences/Meetings/Workshops	Amounts paid for seminars, conferences, and workshops for lay staff members.
6602	Conference Transportation	525003	Conferences - Travel	Amounts paid for transportation costs including airfare and taxis to and from conferences and meetings.
6603	Conference Hospitality	525008	Conferences - Hospitality	Amounts paid for any other related conference expenses, including lodging and meals for conferences.
6605	Professional Memberships	517079	Professional Memberships	Amounts paid for membership/dues for Lay personnel.
Fixed Asset Acquisitions				
7001	Acq/Improv - Site/Land	529000	Acquisition & Improvement-Site	Items that fall under the capitalization policy should be categorized in these accounts. Otherwise, they should be expensed elsewhere. Refer to Parish Administration Manual for capitalization thresholds.
7002	Acq/Improv - Furn & Equip	529001	Acquisition of Furniture & Equipment	Amounts paid for the purchase of land or items related to the parish grounds. Examples include parking areas and major landscaping projects. This can include 2% real estate fees for capital acquisitions.
7003	Acq/Improv - Building	529003	Acquisition & Improvement Building	Amounts paid for the purchase of furniture and equipment. Examples include desks and photocopy machines.
7004	Acquisition Of Vehicle	529004	Acquisition Of Vehicles	Amounts paid for the purchase or construction of buildings. Examples include roof and boiler replacement.
Interest Expense				
8460	Interest Payments / Revolving Loan / Etc.	531000	Interest Expense	Amounts paid for the purchase of automobiles, buses, etc.
Miscellaneous Expenses				
6760	Tuition Bad Debt	533002	Tuition Bad Debt	Amounts paid to the RCAB Revolving Loan Fund, outside creditors, credit cards, etc. as interest on borrowed funds.
		533001	Write off bad debt - A/R	Amount of tuition receivables that has been determined as uncollectable and is written off.
8465	Central Ministry Tithe	532003	Central Ministry Tithe	Amount of other receivables that has been determined as uncollectable and is written off.
8475	CHR Appeal Assessment	532002	Catholic Appeal assessment	Amount paid to central ministry under the Improved Financial Relationship Model (IFRM) program to fulfill tithe obligation.
8492	School Tax	532018	School Tax	Amount paid under IFRM that represents the portion of parish support for Central Ministries.
		532021	Net Rental Income Tax	Amounts paid for school tax to the Archdiocese of Boston or directly to another parish with a school.
		532022	Net Property Sales Tax	Amount paid under IFRM that represents the rental income tax
8470	Convent Expenses	532007	Convent Expenses	Amount paid under IFRM that represents the 18% property sales tax
				Amounts paid by the parish, for costs associated with a convent where there is no school operating account. These expenses should follow the rental income paid, if the parish receives the income they should also book the expenses associated with the upkeep of the property.

QuickBooks Account	QuickBooks Description	Intacct Account	Intacct Description	Intacct Description
8480	Pilot Newspaper	532015	Pilot	Amounts paid for the purchase of The Pilot weekly newspaper.
8490	Cathedraticum	532001	Cathedraticum	Amounts contributed by the parish to the Cathedraticum for the operating budget of the Archbishop of Boston.
8495	Miscellaneous	517040	Miscellaneous Expense	Amounts that are not easily classified in the other categories. For regular expenses (once a quarter or more often) you can add a project with any identifying name (i.e. --"Miscellaneous-faculty party").
Intrafund transfers/ Perm. Donations				
8450	Transfer to Parish/School	715405	Transfer to / from Parish	Amounts transferred to parish for operations without expectation of reimbursement
		715407	Transfer to / from School	Amounts transferred to parish school for operations without expectation of reimbursement
8455	Transfer to Cemetery	715406	Transfer to / from Cemetery	Amounts transferred to cemetery for operations without expectation of reimbursement
Fundraising Expense-				
6701	Fundraising Expense	535000	Fundraising Expense	Amounts paid for the expenses associated with raising funds. Examples include printing of brochures and payments to professional fundraising organizations, catering expenses for gala dinners, and items purchased for raffles. Please identify each category in the memo section or as a separate project. All corresponding fundraising income should be recorded in account 414004.
6702	Bingo Expense	535001	Bingo Expense	Amounts paid for expenses associated with bingo.
		713755	Capital Campaign Fees/Exp	Amounts incurred related to a Capital Campaign. A capital campaign is a parish-wide solicitation of pledges to be paid over a period that extends beyond one year. The assistance of a fundraising firm is required and must be approved by the Archdiocese of Boston.

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:

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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

<u>Description</u>	<u>Capitalization Status</u>	<u>Reason</u>	<u>Account</u>	<u>Amount</u>
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>
<u>Ending Market Value</u>	<u>85,984.45</u>	<u>60,228.57</u>	<u>300,071.43</u>

<u>Unit Value Summary</u>	
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

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

Please mail to: RCAB Accounts Receivable
 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.

Amount Enclosed _____
 Payable to: RCAB Common Investment Fund

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		
	1110-00 RCAB Common Investment Fund	2000	
	1000-00 Checking Account #1 – (or selected account)		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 month for purchases or redemptions effective the first business day of the following month. As an example, a deposit is made on April 25th, which is too late for making the May 1st purchase. Money would be held until June 1st without interest being earned.

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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 recorded 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 FY2022 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 FY22 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 2022 that are not paid until fiscal year 2023 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, 2022 Remember to reverse this entire entry at the beginning of the next fiscal year with a reversal date of July 1, 2022. 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	11.95
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 Pmt -Check	05/27/2016	9762	X	0.00
Bill Pmt -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.