

## DEFINITIONS

### ASSETS

**100 Cash in Bank - Unrestricted Accounts**

*All operating checking and savings accounts should be included as 'banks' listed individually and attached to the header account.*

**103 Cash in Bank - Fundraising Accounts**

*All fundraising checking and savings accounts should be included as 'banks' listed individually and attached to the header account. Changes in the individual fundraising bank accounts should be recorded using the corresponding #435 Fundraising Income sub-accounts. Fundraising revenue is to be recognized when generated not only when transferred to the school.*

**120 Accounts Receivable** (System Account for QuickBooks- invoices, debit and credit memos are the only way to maintain this system account. General journal entries cannot be posted to this account as it will cause the general ledger account to be out of balance to the A/R reports.

**121 Accounts Receivable - Other**

Amounts due to the school from outside sources. Unpaid FACTS or SMART tuition and other receivables can be recorded in this account instead of entered into the A/R Module for ease in posting of payments.

**122 Allowance for Doubtful Accounts (Contra)**

Unpaid tuition should be periodically reviewed and those amounts that are determined to be at risk of not being collectible should have a provision made by debiting #650 Bad Debt expense and crediting this account. Amounts ultimately determined to be uncollectible should be written off to this account by debiting this account and crediting the proper receivable account. If the amount is in the A/R Module a credit memo must be created charging this account and applied to the proper unpaid invoices. See [Diocese of San Diego Accounts Receivable Procedures](#). This account cannot be attached to the system Accounts Receivable Account as it is an Other Current Asset not an Accounts Receivable.

**123 Undeposited Funds** (System Account for QB A/R Module) When the Accounts Receivable Module is used - payments are entered in the A/R Module and an automatic entry is generated to the Undeposited funds system account. When the bank deposit is made the amounts are selected and included in the deposit along with any other non A/R items. DO NOT POST TO ACCOUNT

**125 CCFSD Agency Funds**

All Agency funds held with the Catholic Community Foundation of San Diego – each fund should be a sub-account to facilitate reconciliation and reporting. Quarterly investment activity is recorded with a journal entry posted to account #464 CCFSD Net Investment Activity. *Note: Non-Agency funds are owned by the CCFSD, not the school.*

**130 Funds on Deposit**

All funds on deposit with the Diocese – each fund should be a sub-account to facilitate reconciliation and reporting. Interest accrued monthly is recorded with a journal entry debiting the funds on deposit accounts and crediting account #463 FOD Interest Income or 270 – if restricted .

**140 Deposits/Prepaid Expenses**

Refundable deposits due to the school from outside sources and prepaid school expenses.

**150 Petty Cash**

Amount not to exceed \$500 kept in a safe or locked cabinet and balanced monthly. Disbursements are supported by signed petty cash vouchers and audited periodically by someone other than the petty cash custodian. Cash should be replenished and expenses recorded when vouchers are submitted for reimbursement.

**160 Advances/Loans**

Advances and loans due to the school.

**165 Scrip Inventory**

Value of unsold Scrip based on periodic inventory count (at least twice each year 12/31 and 6/30). See Diocese of San Diego Scrip Procedures

**170 Fixed Assets**

Header category for consolidation. DO NOT USE.  
For complete instructions, see Diocese of San Diego Asset Capitalization Procedure

**171 Land and Improvements (Religious Exemption)**

Land and improvements used for religious purposes

**172 Land and Improvements (Non-Religious Use of property)**

Land owned by Church but not used for Religious purposes

**173 Buildings and Improvements**

Buildings and related improvements related to the school

**176 Furniture and Equipment**

Furniture and equipment owned by School

**180 Accumulated Depreciation (#1803-1805)**  
For complete instructions, see Diocese of San Diego Asset Capitalization Procedure

**190 Construction in Progress**  
Costs related to construction of buildings/structures, once completed to be moved to account # 173 - Buildings and Improvements

### **LIABILITIES**

**200 Accounts Payable** (System Account for QuickBooks) Entries must go through the A/P Module - invoices, credit memos, debits. Payments must be made through the A/P Module. Adjustments cannot be posted by journal entries or the general ledger will be out of balance to the A/P reports.

**201 Accrued Liabilities**  
Amounts owed by the school not recorded in account A/P Module #200 (#2012). Examples: lawsuit settlements not paid immediately, installment debt such as large credit card purchases paid over several months. Accrued vacation liability is recorded in #2011.

**210 Prepaid Tuition, Registration & Fees**  
Amounts collected by the school for tuition, registration and fees for the following fiscal year. The registration and fee amounts are then moved to the appropriate income accounts on July 1 and tuition moved/recorded monthly. See Chart for appropriate sub-accounts.

**220 School Program Funds**  
Rather than having multiple checking accounts, the school can set up current liability accounts that maintain the integrity of the program funds. Proceeds are deposited to the account and expenses paid are charged to the same accounts. The net amount is the balance of the program's funds held by the school. Subaccounts can be set up for the inflows and outflows, if desired.

**221 Student Activities**  
Funds collected and distributed for activities including yearbooks where the school is acting as a clearing account or balances for activities which cross several fiscal years.

**230 Debt with Diocese**  
All school debt with the Diocese whether short term or long term to be recorded in this account. Sub-accounts for each specific loan will aid in posting interest, reconciliation of accounts and cash planning.

**231 Debt with Parish - Short term and long term**  
All school debt with the parish whether short term or long term to be recorded in this account. Sub-accounts for each specific type of loan will aid in cash planning.

**250 Special Collections**  
Amounts collected and payments to the appropriate charities are recorded in these accounts (See chart of accounts). A subaccount for each collection is encouraged to aid in reconciliation and reporting.

**260 Clearing**  
Funds received by the school that do not belong to the school, e.g., parish items not recorded in liability accounts, amounts due to or from the parish for expenses, and refundable deposits. Subaccounts for each type are encouraged to aid in reconciliation and reporting. Minimal activity is expected within the account and should zero out at the end of the fiscal year. In case account has a balance a schedule of the account is expected to be maintained by school.

**270 Restricted Gifts for Major Extraordinary Purposes**  
Gifts or net event proceeds that are restricted by the donors to be used only for an extraordinary purpose or extending over several fiscal years. Gifts restricted for an ordinary purpose should be classified to account 411 Donations - Restricted. If the gift is for the building fund and/or major renovation, proper accounting records should be maintained that show that either the funds were used for the restricted extraordinary purpose intended, are on hand, or are on deposit with the diocese.

Note: Schools should account for different types of restricted gifts separately so that they can keep track of the restricted amounts. Disbursements of extraordinary funds should be charged to the appropriate account. A detailed file of all restricted gifts should be maintained to provide support for the amounts reported on the annual financial report to the diocese.

## EQUITY

**300 Opening Balance Equity (System Account QuickBooks) - Do not post to this account**

**310 Fund Balance or Retained Earnings - Do not post to this account**  
**Net Income (System Account QuickBooks)**

## ORDINARY SCHOOL RECEIPTS

- 406 Donations - Unrestricted**  
Funds received by the school designated to be used for the needs of the school as determined by the pastor and principal
- 411 Donations - Restricted**  
Funds received by the school that are restricted by the donors to be used only for an extraordinary purpose within the fiscal year. **Donations for tuition assistance should be recorded under the Tuition section with account #4312**
- 431 Tuition Income - Header only. DO NOT USE**  
Tuition income for school/preschool are expected to be booked in full in separate sub accounts. Tuition discounts are expected to be booked as a contra within separate sub accounts to help track total tuition income to be received by school.
- 432 Registration and Fees**  
Registrations and Fees use separate sub-accounts to track school and preschool revenues.
- 433 Extended Day Care**  
Extended Day Care fees use separate sub-accounts to track school and preschool
- 435 Fundraising**  
Funds raised from various fund raising events, sub accounts can be created for major school fundraisers, PTG activities and scrip sales. Costs associated with these activities should be netted in the income accounts.
- 438 Student Activities Funds**  
Money collected for various student activities. Athletics and Student Council fees should be recorded in this category, use sub-accounts as necessary. **Note Food Service income was moved to this section.**
- 439 Parish Subsidy**  
Funds provided by the parish directly to the school from general parish revenues.
- 440 Diocese Subsidy**  
Funds provided by the Diocese for the general operation of the school including the ACE grant.
- 441 Miscellaneous Income**  
Late fees, used uniform fees, library fees, return check charges, bank interest (not FOD)

## ORDINARY EXPENSE

### 510 **School Salaries/Wages - HEADER - DO NOT USE**

5101	Salary-Admin	Principal lay salaries and religious
5102	Salary-Lay Prof	Lay professional personnel (classroom teachers)
5103	Salary-Religious	Religious stipend - exclusive of Administrators
5104	Salary-TA's	Teacher Assistants
5105	Salary-Preschool	All preschool personnel
5106	Salary-Clerical	Salaries for secretaries, bookkeepers, business managers and office assistants
5107	Salary-Maintenance	Salaries for personnel in maintenance of the school
5108	Salary-Subs	Substitute teacher - the typical compensation per day
5109	Salary-Librarian	Librarian salary- full or part time
5110	Salary-Ext. Care	Salaries for all AM/PM extended day care employees
5111	Salary- Coaches'	Salaries for coaches- if not salaried as PE teacher
5112	Salary-Supervision	Salaries for playground and/or lunch room supervisors
5113	Salary-Dev. Dir.	Salary for development director
5114	Salary-Food Service	Salaries for any food service employees on your payroll

### 515 **Vacation Expense**

Vacation time earned by employees. Corresponding account# 2011. See Diocese of San Diego Meeting Handout for instructions on entry.

### 520 **Fringe Benefits - HEADER - DO NOT USE**

5201	Taxes/Fringe -	Social Security and Medicare - IOI Payroll Debit, Diocese debits 15 <sup>th</sup> and 30 <sup>th</sup> of each month for Unemployment Insurance, Worker's compensation insurance, Group Life, AD&D, and Long-Term Disability insurances, EAP benefit and any Garnishments (pass through)
5202	Pension Expense-	Employee Pension Plan is currently 12% of total salary for all eligible employees working at least 20 or more hours per week. 403B deductions and IOI payroll debit (pass through)
5203	Medical, Dental and Other Ins-	SD Health Debit 30 <sup>th</sup> of each month for the total cost and employees portion withheld each payroll period by IOI

### 531 **Postage and Mailing**

All direct mailing costs including stamps, post cards, postage meter refills, bulk mailing charges (including permit fees), PO Box fees and courier charges (Federal Express, UPS, etc.).

### 532 **Telephone, Cable and Internet**

Local and long distance telephone service charges as well as charges for telecommunications such as fax, pagers, cellular phones and high speed internet.

- 533 Office Expense**  
Supplies used for office and administrative activities. This would include the cost of water service, stationery, printing, computer supplies as well as miscellaneous office supplies. A new sub-account for copier expense was added for supplies and overage charges.
- 534 School Supplies & Expenses**  
5340 Extended Care Expenses Extended Care expenses, other than salaries  
5341 Educational Mtrls - K-8 media, audiovisual, on line services, etc.  
5342 Supplies K-8 - Classroom supplies, Art supplies, paper, glue, crayons, etc.  
5343 ACRE/ITBS Testing ACRE and ITBS Testing  
5344 Testing - Entrance tests and other tests at the discretion of the principal  
5345 Library - Books and supplies for the school library  
5346 Publications - Student newspapers, and other school generated  
5347 Printing - Printing - (except stationery)  
5348 Preschool Expenses Preschool expenses, other than salaries
- 535 Meetings Attended**  
All staff meetings, classes, enrichment and seminars attended offsite including professional growth seminars/conferences
- 536 Meetings Sponsored**  
Expenses related to all meetings held onsite
- 537 Professional Services**  
All costs related to professional services including legal, accounting, consulting, IOI payroll, tuition management fees, **diocesan student fee**, fingerprinting, background checks and any other services.
- 538 Dues, Fees & Subscriptions**  
Dues for Professional organizations (NCEA) and subscriptions to Professional publications
- 539 Taxes & Licenses**  
Expenses related to WCEA/WASC accreditation. This includes printing of self-study, meals, housing, and mileage reimbursements for visiting team members and for related fees and expenses during an accreditation year
- 541 Furniture & Equipment**  
ALL furniture and equipment (instructional, office, copiers, televisions, DVDs, HVAC, sound, lunch tables, classroom furniture, etc.), whether purchased or leased, with a value less than \$10,000. Items with a value equal or greater than \$10,000 are recorded as an asset in account #176.
- 543 Bank Charges**  
Including analysis, returned item & NSF Fees.

- 544 Merchant Fees**  
Credit Card Processing Fees
- 545 Textbooks**  
K-8 - all textbooks, consumable and non-consumable, sub accounts could be used to track the different categories of expenses.
- 546 Technology**  
5460 Software - Costs associated with computer network software, anti-virus, program licensing fees and software purchases  
5461 Hardware - Computers, printers, modems and other hardware Note: if a computer purchase includes pre-loaded software record the entire purchase as hardware.  
5462 Other - Other costs associated with installing, maintaining and troubleshooting computers, networks, webpages etc.
- 547 Principal's Discretionary**  
Expenditures not to exceed \$2,000 authorized by the principal for expenses not specifically budgeted in another category.
- 548 Advertising, Promotion and Public Relations**  
Expenses incurred for school advertising, promotion, public relations and marketing.
- 550 Utilities**  
5501 Gas & Electric  
5502 Gas only  
5503 Water & Sewer  
5504 Waste Removal
- 560 Repairs & Maintenance**  
5601 Repairs & Maintenance  
56011 Maintenance Contracts - Monthly pest control, landscaping, fire extinguisher, HVAC maintenance etc., janitorial service  
56012 Recurring Repairs & Maintenance - Repairs and maintenance that recurs (i.e. carpet cleaning, grease trap, classroom painting, etc.)  
56013 Non-Recurring Repairs & Maintenance - unexpected repairs (i.e. A/C or heating repair)  
56014 Maintenance Supplies - Keys, locks, paint etc.  
5602 Janitorial Supplies - Paper products, cleaning supplies etc.
- 571 Insurance**  
5710 Student Accident Insurance (billed by parish)  
5711 School Plant Insurance (billed by parish)  
5712 Preschool Plant Insurance (billed by parish)
- 572 Interest Expense**  
All interest paid or accrued



- 573 School Events & Student Activities**
- 5730 Student Activities Expenses related to student activities such as Catholic Schools Week, assemblies, etc.
  - 5731 Field Trips Costs for school sponsored field trips
  - 5732 Graduation All Graduation related expenses
  - 5733 Athletics Includes league entry fees, equipment, referee fees, etc.
  - 5734 Student Council Student council related expenses
  - 5735 Food Services Costs related to any on-campus food services including food costs, kitchen utensils and purchases of kitchen equipment.

- 575 Rent Expense**  
Any rental expense paid by the school

**OTHER INCOME**

- 463 Interest Income - FOD**

**464 CCFSD Net Investment Activity**

Gain/loss on endowments invested in the Catholic Community Foundation are to be posted to this account.

**OTHER EXPENSE**

- 650 Bad Debt Expense**  
Provision for uncollectible tuition to be written off by school. See Diocese of San Diego – Accounts Receivable procedure
- 680 Assistance to Other Schools**  
Funds paid to other schools for assistance
- 700 Depreciation Expense**  
For complete instructions, see Diocese of San Diego Asset Capitalization Procedure
- 800 Prior Year Adjustments DO NOT USE**  
**Diocesan Use only. Please do not post to this account.**