

DIOCESE OF MARQUETTE
PARISH ACCOUNTING MANUAL
July 1, 2016

The Diocese of Marquette accounting system for parishes is being revised effective July 1, 2016. This revision includes an updated chart of accounts and parish reporting system (Parish Annual Report).

Accounts labeled "Heading" or "Total" are not used for posting. Users will use the following account numbers and definitions for classifying assets, liabilities, revenues and expenses to agree with the Parish Annual Report.

Accordingly, the Parish Annual Report has been revised to correspond with the chart of accounts

EXPLANATION OF ACCOUNT NUMBERING

For management and budgeting control, accounting transactions are broken down into assets, liabilities and objects of receipt or expenditure. The account number is used to accomplish this, e.g. 501 Sunday and Holyday collections. The detail accounts and account definitions to be used follow.

100's	Assets – Items of economic value owned by the parish
200's – 300's	Liabilities – Legal obligations of the parish
400's	Fund Balance – Account used to record the excess of assets over liabilities in an account fund
500's – 900's	Receipts – The results of contributions, rendering of services and fund raising activities. Also includes gains from sale or exchange of assets and interest and dividends earned on investments
1000's	Expenses – Charges incurred for goods received or services rendered for the operation of the church

Departmental Numbering is optional and may be employed by utilizing the following:
0000.XX

The .XX denotes department numbers in the following order:

.11 to .99

This numbering can be used for separate classifications such as church, rectory, school, convent, religious ed., to provide a separate income statement. (For example, .5 for church, .6 for school, .7 for convent, .8 for rectory, and .9 for religious ed.)

Missions, combined parishes, etc. may use departments when a separate income statement is desired but all expenses and income are recorded in one checking account. If a mission or a parish is combined with one main parish but has a separate checking account, we suggest you set up a separate general ledger. Instructions on how to install this on your computer is at the end of the manual.

On the following pages we will list all the accounts with the account numbers required. If you do not need a specific account, you do not have to list it on your chart of accounts. If you need to add an account, we require it to be added within an open category.

**DIOCESE OF MARQUETTE
PARISH ACCOUNTING MANUAL
CHART OF ACCOUNTS AND ACCOUNT DEFINITIONS**

- 100 ASSETS – (Heading)
NOTE: We recommend the parish list only those assets such as Checking and Savings Accounts that are needed on the financial statements. Assets such as buildings, land, land improvements, furniture, fixtures, vehicles etc. should be expensed in the year purchased.
- 101 CASH IN CHECKING ACCOUNTS
to Bank accounts used to pay all parish purchases and expenditures and to deposit
104 all parish receipts
- 105 MONEY MARKET ACCOUNT
Interest bearing bank account
- 106 NATIONAL CATHOLIC INVESTMENT POOL
Funds held in the Michigan Catholic Conference National Catholic Investment Pool (MCC) quarterly results are sent to the parishes and distributed by the diocese.
- 120 CASH IN SAVINGS ACCOUNTS
to Interest bearing bank account
124
- 125 CERTIFICATES OF DEPOSIT
Interest bearing savings certificates
- 130 SECURITIES
The cost of investments purchased
- 150 ACCOUNT RECEIVABLE
Amounts owed to the parish
- 198 OTHER ASSETS
Any assets to be recorded that are not include above
- 199 TOTAL ASSETS (Total)
- 200 LIABILITIES AND FUND BALANCE (Heading)
- 201 LIABILITIES – (Heading)
NOTE: Accounts 205 to 218 are amounts withheld from employee wages which are due to the state and federal governments or others. We recommend

you zero these accounts out at the end of every month or quarter, whenever your payroll taxes are due.

- 205 FICA/MEDICARE WITHHELD
- 206 FEDERAL INCOME TAX WITHHELD
- 207 MICHIGAN INCOME TAX WITHHELD
- 208 TAX SHELTER ANNUITY (403B)
- 209 FLEXIBLE SPENDING ACCOUNT
- 210 OPTIONAL VISION (Optional benefit paid by employee)
- 211 OPTIONAL LIFE (Optional benefit paid by employee)
- 212 OPEN (May be used to list various other deductions including withholding from
to another state such as Wisconsin, insurance, pension, TSA's, and pledge
218 deductions.)
- 220 ACCOUNTS PAYABLE (Optional)
Amounts owed on account by the unit for materials purchased from or services rendered by Vendors
- 250 DIOCESAN COLLECTIONS PAYABLE
Amounts collected for specific diocesan collections. Receipts will be credited to these accounts and payments to the diocese will be debited to these accounts. The usual collections are as follows.
- 251 BLACK AND INDIAN MISSION COLLECTION
- 252 CATHOLIC RELIEF SERVICES OVERSEAS FUND COLLECTION
- 253 HOLY LAND AND NATIONAL COMMUNICATIONS COLLECTION
- 255 PETER'S PENCE COLLECTION
- 256 PROPAGATION OF FAITH COLLECTION
- 257 CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT COLLECTION
- 258 RESPECT FOR LIFE COLLECTION

- 261 NATIONAL RETIREMENT FUND FOR RELIGIOUS COLLECTION
- 262 CATHOLIC HOME MISSION COLLECTION
- 263 RICE BOWL
- 264 CHURCH IN AFRICA COLLECTION
- 267 MARQUETTE DIOCESAN CATHOLIC SCHOOLS COLLECTION
- 268 MARQUETTE DIOCESAN PRIESTS' RETIREMENT COLLECTION
- 269 ARCHDIOCESE OF MILITARY SERVICES COLLECTION
(Collection is taken every three year)
- 270 NATIONAL COLLECTION
Collection for disaster relief in the United States of America
- 271 INTERNATIONAL COLLECTION
Collection for disaster relief outside the United States of America
- 272 CATHOLIC UNIVERSITY COLLECTION
- 275 UPCS PAYABLE
Amounts collected by the parish from parishioners sent to the diocese for the UP
Catholic Services Appeal
- 290 DEFERRED MASS STIPENDS
Undistributed income from mass stipends
- 291 OPEN (May be used to list other liabilities of the parish)
to
299
- 305 LOANS FROM DIOCESE
Amounts which are owed to the diocese
- 320 LOANS FROM BANK
Amounts which are owed to a bank
- 399 TOTAL LIABILITIES (Total)
- 400 FUND BALANCE (Heading)
- 405 PRIOR YEAR FUND BALANCE
The amount of revenue over or (under) for the prior year

- 410 CURRENT YEAR FUND BALANCE
The amount of revenue over or (under) for the current year
- 450 TOTAL FUND BALANCE (Total)
This will total prior year and current year fund balances.
- 499 LIABILITIES AND FUND BALANCE (Total)

RECEIPT ACCOUNTS

- 500 ASSESSABLE RECEIPTS (Heading)
Offertory collections taken up at masses other than for a special purpose. Includes envelopes and loose cash collected during the mass, as well as offertory donations that are received at other times for the same purpose.
- 501 SUNDAY AND HOLYDAY
- 502 LOOSE COLLECTION
- 503 CHILDREN'S COLLECTION
- 506 CCD ENVELOPE INCOME
Income received for religious education programs other than income reported in account #608
- 507 BUILDING FUND ENVELOPE INCOME
Envelope income designated for building and maintenance except for income from a capital campaign approved by the Bishop
- 508 FUEL COLLECTION
- 599 TOTAL ASSESSABLE RECEIPTS (Total)
- 600 GENERAL RECEIPTS (Heading)
Miscellaneous receipts of the parish not classified elsewhere
- 603 PAMPHLETS
Amounts received for the sale of pamphlets
- 604 VOTIVE LIGHTS
Amounts received for votive lights (Pamphlets and Votive Lights can be combined into one account #603 if desired.)
- 605 FLOWER INCOME
- 606 INTEREST INCOME
Interest earned on parish accounts
- 607 INVESTMENT INCOME
Dividends, interest, realized and unrealized gains and losses on investments (Realized and unrealized gains and losses can be split out and posted to a separate account if desired)

- 608 CCD REGISTRATION AND BOOK FEES
Monies received for CCD registration and book fees charged to students for instruction and education
- 609 STIPENDS
Monies received from mass intentions and other priestly ministries, which are to be kept by the parish
- 610 CAPITAL CAMPAIGN BUILDING FUND INCOME
Income designated for a building fund for a capital campaign approved by the Bishop
- 612 BEQUESTS AND DONATIONS
Gifts of monies, stocks, bonds, real estate and other property given or contributed to the parish by individuals, organizations, estates, trusts and philanthropic foundations
- 613 OPEN (May be used to list donations and bequests separately if needed.)
to
629
- 631 RENTS
Receipts from the rental or leasing of parish and school facilities
- 632 OPEN (May be used to list rents separately if needed.)
to
658
- 659 BULLETIN ADVERTISING COLLECTED
Receipts from advertisements placed in the bulletin
- 660 ADVERTISING COLLECTED
Advertising in parish publications (Bulletin Advertising and Advertising can be combined into one account #660 if desired.)
- 701 DEBT RETIREMENT
Monies received for retirement of parish loan through parish contribution from envelopes or donations
- 703 INSURANCE PROCEEDS
Monies received from parish casualty losses
- 706 SALE OF PARISH ASSETS
Monies received from sale of any assets owned by the parish

- 750 UPCSA REFUNDS
Monies received from the diocese for collection of UPCSA funds over and above the amount assessed by the diocese
- 755 UP CATHOLIC NEWSPAPER COLLECTION
Optional collection and funds are to be retained by the parish
- 775 MISCELLANEOUS
Miscellaneous general receipts not classified elsewhere
- 776 OPEN (Other miscellaneous receipts from flowers, tuition, and other monies to received which cannot be classified elsewhere)
797
- 798 INCOME FOR SHARED EXPENSES
Income from another parish or mission to offset shared expenses
- 799 TOTAL GENERAL RECEIPTS (Total)
- 800 FUND RAISING RECEIPTS (Heading)
Gross receipts from bingo, bazaars, picnics and other parish fund raising efforts
- 810 BINGO
Income earned from parish bingo
- 811 PARISH BAZAARS
Receipts from parish bazaars
- 812 PARISH FESTIVALS OR PICNICS
Receipts from parish festivals or picnics
- 813 MISSION FUNDRAISERS
Receipts from parish missions
- 814 OPEN (These accounts are left open for the parish to separate fund raising to activities for comparison purposes.)
874
- 875 MISCELLANEOUS FUNDRAISERS
Monies received for fundraisers not listed in any of the above categories
- 899 TOTAL FUND RAISING RECEIPTS (Total)
- 998 TOTAL RECEIPTS (Total)

EXPENSE ACCOUNTS

- 1000 ADMINISTRATIVE SALARY EXPENSES (Heading)
NOTE: Pastor, associate pastor and pastoral coordinator, salary, allowance and benefit amounts are prescribed in yearly letter from the Pastoral Office. In addition, help-out amounts are also specified in the Pastoral Office letter. These amounts should be separated into the following accounts.
- 1001 PASTOR/PASTORAL COORDINATOR SALARY
Base salary paid to pastor/pastoral coordinator
- 1002 PRIEST/ PASTORAL COORDINATOR MINISTRY MILEAGE
- 1004 PASTOR/PASTORAL COORDINATOR RETREAT & CONTINUING EDUCATION
Retreat and continuing education paid to (for) pastor/pastoral coordinator
- 1020 ASSOCIATE PASTOR SALARY
Base salary paid to associate pastor
- 1023 ASSOCIATE PASTOR RETREAT & CONTINUING EDUCATION
Retreat and continuing education paid to (for) associate pastor
- 1030 TRANSITIONAL DEACON OR SEMINARIAN STIPEND
Stipends paid to transitional deacons or seminarians
- 1040 OPEN (Reserved for additional category breakdown)
to
1060
- 1061 BOARD ALLOWANCE
Expenses for food for pastors and associate pastors residing in the rectory. The food is to be consumed on the premises and substantiated with itemized receipts for payment or reimbursement.
- 1075 HELP-OUT COMPENSATION
Stipends paid to a priest who serves as help-out at the parish
- 1076 HELP-OUT MILEAGE
Mileage paid to a priest who serves as help out at the parish
- 1080 CLERICAL SALARY
Salary paid for secretary or bookkeeper

- 1085 MISCELLANEOUS
Amounts paid for miscellaneous administrative expenses such as temporary office help, parish administrator, etc.
- 1086 OPEN (Reserved for additional category breakdown)
to
1098
- 1099 TOTAL ADMINISTRATION SALARY EXPENSES (Total)
- 1100 RELIGIOUS EDUCATION EXPENSES (Heading)
- 1100 HIGH SCHOOL FAITH FORMATION/ YOUTH MINISTRY COORDINATOR WAGES.
Wages paid to persons who coordinate High School Faith Formation for 9th through 12th grade and Youth Ministry
- 1115 MIDDLE SCHOOL MINISTRY FAITH FORMATION COORDINATOR WAGES
Wages paid to persons who coordinate Middle School Faith Formation for 6th through 8th grade
- 1120 ELEMENTARY SCHOOL FAITH FORMATION COORDINATOR WAGES
Wages paid to persons who coordinate Elementary School Faith Formation for Pre-K through 8th grade
- 1130 FAITH FORMATION COORDINATOR WAGES
Wages paid to persons who oversee religious education programs
- 1131 ADULT FAITH FORMATION COORDINATOR WAGES
Wages paid to persons who coordinate adult education programs
- 1132 OPEN (Reserve for additional category breakdown)
to
1150
- 1160 CHRISTIAN INITIATION
Expenses incurred for the Christian Initiation of Adults
- 1170 OTHER RELIGIOUS EDUCATION EXPENSES
Expenses for religious education programs such as books and supplies which are not classified elsewhere
- 1171 OPEN (This category is reserved for additional breakdown of religious education to expenses with account name and numbering at the discretion of the parish, i.e.,
1198 books, films, appreciation meals.)

- 1199 TOTAL RELIGIOUS EDUCATION EXPENSES (Total)
- 1200 OTHER PARISH ADMINISTRATION EXPENSES (Heading)
- 1205 ORGANIST SALARY
Salary paid to organist
- 1210 CHOIR DIRECTOR SALARY
Salary paid to choir director
- 1211 OPEN (Reserved for additional breakdown of music salaries)
to
1249
- 1250 CHOIR EXPENSES
This category would contain expenses for music, music stands, retreats, appreciation dinner, etc.
- 1251 EVANGELIZATION EXPENSES
Expenses incurred for evangelization in the parishes (i.e. conferences directly related to evangelization)
- 1252 OPEN (Reserved for additional breakdown for choir expenses with numbering and to name at the discretion of the parish)
1298
- 1300 RECTORY SUPPLIES
Expense for purchase and replacement of parish rectory household living supplies to include kitchenware, linens, paper supplies etc.
- 1310 CHURCH SUPPLIES
All sacristy supplies including hosts, wine, candles, vestments, chalices, incense, etc. This category also include missalettes, votive lights and pamphlets.
- 1311 OPEN (For additional breakdown of church supplies)
to
1329
- 1330 OFFICE SUPPLIES
Stationery, computer supplies, copier supplies, parishioner envelopes, ribbons, computer disks, etc.)
- 1331 FLOWER EXPENSE

- 1332 OPEN (Reserved for additional breakdown of office supplies)
to
1338
- 1339 SAFE ENVIRONMENT
Expenses incurred for the database maintenance charge and other expenses related to the Save Environment Program
- 1340 POSTAGE
Stamps, bulk mailing permits, postage meter, etc.
- 1343 OFFICE MAINTENANCE CONTRACTS, LEASES & REPAIRS
The cost of maintenance contracts for copiers, computers, telephones, etc. This also includes rental payments and repairs to office equipment.
- 1344 PAYROLL FEES
Fees paid to vendor for payroll processing
- 1345 MEMBERSHIPS AND SUBSCRIPTIONS
This includes cost of magazine subscriptions, newspapers and membership fees for organizations.
- 1347 ADVERTISING AND SPONSORSHIP
Cost of placing ads in newspapers, sponsorships of a little league team, t-shirts, etc.
- 1350 UPCSА PARISH PAYMENTS
Payments made to the diocese for the difference between the assessed amount and the amount collected.
- 1355 ENTERTAINMENT
Amounts spent for entertaining visiting clergy and others for food and activities
- 1359 BULLETIN EXPENSE
Cost of the bulletin
- 1361 CATHOLIC NEWSPAPER
Expense incurred when parish provides diocesan newspaper
- 1362 MILEAGE REIMBURSEMENT (Lay Employees)
Reimbursement for use of personal auto for parish travel
- 1365 SERVICES TO PARISHIONERS
Include amounts spent for breakfast, picnics, retreats, etc. which benefits parishioners. This includes amounts spent for organizations within the parish for Blue Army, Circles, etc.

- 1375 SERVICES TO OUTSIDE ORGANIZATIONS
Amounts spent for services to organizations outside of the parish, i.e. Society of St. Vincent de Paul, Knights of Columbus, etc.
- 1385 DONATIONS AND PARISH TITHING
Monies given to charities, individuals, organizations, other parishes
- 1390 MISCELLANEOUS ADMINISTRATIVE EXPENSES
Miscellaneous items not included in any category above
- 1398 SHARED EXPENSES
Reimbursement paid to another parish or mission for shared expenses (i.e. pastor's salary, pastor's benefits, rectory, or bookkeeper expenses.
- 1399 TOTAL OTHER PARISH ADMINISTRATIVE EXPENSES (Total)
- 1400 BENEFITS AND INSURANCE (Heading)
The cost of the various benefits paid to or for clergy, religious and lay employees
- 1410 LAY EMPLOYEE RETIREMENT
Payments made to MCC Lay Employee Retirement Plan
- 1420 PRIEST RETIREMENT
Payments made to MCC for priest retirement plan
- 1421 PRIEST DISABILITY
Payments made to Michigan Catholic Conference for Priest long and short term Disability Insurance Plans
- 1425 PRIEST HEALTH, DENTAL, AND SUPPLEMENTAL INSURANCE
Payments made to MCC for priest health, dental, and supplement insurance
- 1430 PRIEST AUTO INSURANCE
Payments for priest auto insurance premiums
- 1440 LIFE INSURANCE (Lay Employees)
Payments for group life insurance premiums as outlined in parish personal policies
- 1450 FICA/MEDICARE – EMPLOYER EXPENSE
Employer share of FICA/Medicare taxes for lay staff and the FICA/Medicare amounts paid to religious orders for brothers and sisters
- 1455 UNEMPLOYMENT BENEFITS
Payments made to MCC for unemployment compensation contributions made on behalf of eligible employees

- 1460 HEALTH INSURANCE
Premiums paid for group medical and dental coverage
- 1465 DISABILITY INSURANCE
Premiums paid for lay employee disability insurance coverage
- 1470 EMPLOYEE BONUSES AND GIFTS
Amounts paid and cost of items given to lay employees
- 1490 OTHER EMPLOYEE BENEFITS
Includes any other amounts paid on behalf of lay employees, religious or clergy
- 1491 OPEN (Reserved for additional breakdown of benefits)
to
1498
- 1499 TOTAL BENEFITS AND INSURANCE (Total)
- 1500 PLANT OPERATION (Heading)
- 1519 JANITOR SALARY
Salaries paid to maintenance/janitorial personnel
- 1520 HOUSEKEEPER AND COOK SALARY
Salaries paid for housekeepers and cooks
- 1521 OPEN (Reserved for additional breakdown of the above salaries)
to
1529
- 1540 PROPERTY AND LIABILITY INSURANCE (PLF)
Payment of premiums to MCC for all coverage under the Protected Loss Fund Program (PLF), includes workers' compensation, liability and property coverage
- 1550 WATER, SEWER AND GARBAGE (CHURCH)
Water, sewer and garbage costs, also includes water conditioning salts
- 1551 WATER, SEWER AND GARBAGE (RECTORY)
- 1555 CABLE
Includes cost of cable TV and installation
- 1560 HEATING FUEL CHURCH AND RECTORY
Gas, oil and wood consumed to heat parish facilities

- 1565 ELECTRICITY CHURCH AND RECTORY
Cost of electricity used to provide light and power to parish facilities
- 1570 TELEPHONE
Cost of telephone service. If costs are bundled, then internet services can be combined here if so desired.
- 1575 INTERNET SERVICES
Cost of internet access for the parish.
- 1590 VEHICLE OPERATION EXPENSES
Cost of gas, oil, oil changes and repairs for all vehicles operated under parish ownership
- 1610 REPAIRS AND MAINTENANCE
Includes cost of plumbing and heating repairs, building repairs, etc. under \$500. Total replacement of a roof or plumbing would be classified as remodeling and improvements
- 1630 GROUNDS MAINTENANCE AND IMPROVEMENTS
Includes cost of yearly flowers and plantings, grass seed, fertilizer, grass cutting, etc.
- 1650 BUILDING AND MAINTENANCE SUPPLIES
All janitorial supplies including cleaning, light bulbs, etc.
- 1670 CONTRACTED JANITORIAL SERVICES
All contracted services such as snowplowing, cleaning and maintenance
- 1680 MISCELLANEOUS PLANT EXPENSES
All miscellaneous items not classified elsewhere
- 1699 TOTAL PLANT OPERATION EXPENSES (Total)
- 1700 FUND RAISING EXPENSES (Heading)
Expenditures for bingo, bazaars, picnics and other parish fund raising efforts
- 1710 BINGO EXPENSES
Expenses for parish bingo
- 1711 PARISH BAZAAR EXPENSE
Expenses for parish bazaar
- 1712 PARISH FESTIVAL EXPENSE
Expenses for parish festival

- 1713 MISSION EXPENSE
Expenses for parish mission
- 1714 OPEN (Reserved for the parish to name and number the fund raising expenses at
to their own discretion)
- 1774
- 1775 MISCELLANEOUS
Miscellaneous fund raising expenses not classified elsewhere
- 1799 TOTAL FUND RAISING EXPENSES (Total)
- 1800 CAPITAL OUTLAY (Heading)
Expenditures for capital items such as vehicles, land, buildings, improvements, etc.
in excess of \$500.
- 1810 VEHICLES
Record the purchase or replacement of any vehicles
- 1830 LAND ACQUISITIONS AND IMPROVEMENTS
Record the purchase of land, parking lot paving, etc. Do not include routine
maintenance and repair here.
- 1850 NEW BUILDINGS
Record the purchase of any building by the parish
- 1860 REMODELING AND IMPROVEMENTS
Record the purchase of improvements to existing buildings such as new roofs,
additions, etc.
- 1870 FURNITURE AND EQUIPMENT
Record the purchase and replacement of any equipment or furniture for the
rectory, office, church or any other parish owned building
- 1875 TECHNOLOGY EXPENSES
Expenses for purchasing computer, telephone, and copier systems
- 1890 MISCELLANEOUS CAPITAL PURCHASES
This section is open for individual listing if desired
- 1899 TOTAL CAPITAL OUTLAY (Total)
- 1900 OTHER EXPENSES (Heading)

- 1910 SCHOOL SUBSIDY PAYMENTS
Payments made to area or single parish schools
- 1920 PAYMENTS TO RELIGIOUS EDUCATION FUND
Payments made to area religious education programs
- 1930 TUITION AND SCHOLARSHIPS
Record payments for school tuition, scholarships and seminary
- 1941 INTEREST PAYMENTS
Interest payments paid on fund borrowed from diocese or banks. Principle portions of the payments are recorded in account 305 and 320
- 1945 PROPERTY TAXES
Taxes paid on property owned and used for non-church related activities, i.e. a parking lot leased to a commercial establishment or house rented for a project
- 1950 INVESTMENT FEES
Fees charged for investment services
- 1970 OPEN
to
1989
- 1999 TOTAL OTHER EXPENSES (Total)
- 2000 TOTAL EXPENSES (Total)
- 2001 RECEIPTS OVER (UNDER) EXPENSES (Total)
Difference between the monies received and monies paid out