

**DIOCESE OF SCRANTON**

**PARISH ACCOUNTING/BUDGETING MANUAL**

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PARISH ACCOUNTING/BUDGETING MANUAL

Introduction

Good fiscal management should be an important objective of every parish and elementary school. Fiscal responsibility is more than a series of statements which speak of high management principles. It is a planned and systematic way of doing business which results in accurate and understandable data and reports. It further implies that this data is available to decision makers who must know what is happening in the parish and school.

In 1985, the Diocese of Scranton decided to develop a standardized accounting system which would be used by all parishes and schools. The system was developed by the Milwaukee-based consulting firm of Anderson/Roethlis, Inc. Information about the accounting, reporting and budgeting system is contained in this manual. The basic elements needed for the accounting system are included. However, this manual is not the equivalent of a complete accounting textbook. The manual assumes that a trained and competent bookkeeper or accountant is available to use the accounting system.

To have a consistent accounting system throughout the Diocese, each parish will adopt the chart of accounts and report forms as outlined in this manual. Standard accounting will make it possible to compile meaningful comparative data which will be beneficial to all parishes. Standard accounting also makes it possible for pastors and school administrators who transfer from one parish or school to another to be assured that they will understand their new location's accounting system. Furthermore, this accounting manual should aid in the training of new bookkeepers and Finance Councils.

Parishes need to use sound business and financial management practices so that they can realize maximum efficiency. Effective business techniques help achieve accountability and credibility for the institution. Furthermore, a good financial and accounting system provides the opportunity to establish priorities, plan and maintain fiscal control.

**Fiscal Year**

All parishes and schools in the Diocese will use a fiscal year beginning July 1st and ending on June 30th.

A six month accounting year will occur in 1987, beginning 1-1-87 and ending 6-30-87.

**Cash Accounting System**

The system of budgeting and bookkeeping outlined in this manual is a "cash basis" of accounting rather than the "accrual method". Cash basis accounting is relatively easy and meets the immediate needs for parish financial management.

The following pages present the components of the financial planning and accounting system for parishes. The chart of accounts is the foundation for the accounting system. Financial statements are based on the chart of accounts as their source of information. Budgets, procedures and timelines are built around the financial statements and are presented as part of an integrated accounting system.

**A. CHART OF ACCOUNTS AND DEFINITIONS**

**1. Account Numbers and Titles**

The chart of accounts is an organized listing of categories in which transactions relating to income, expense, assets and liabilities are recorded. To insure consistency and thoroughness in the financial record keeping system, the accounts have been carefully structured and defined. The chart of accounts is the foundation on which the accounting system is built. It has been developed in sufficient detail to provide for adequate budgeting, reporting and control.

The chart of accounts in this manual was designed specifically for the Diocese of Scranton. Account numbers, titles and descriptions are provided on the following pages. The account numbering system can be expanded to include more accounts when necessary and is also adaptable to a computer.

Some parishes may find that all of the proposed accounts are not needed, in which case the accounts do not have to be used.

"Subaccounts" can be added when the definitions on pages 14 to 32 indicate that subaccounts are permissible. A subaccount is a further breakdown of an existing account. The numbering system allows for the creation of subaccounts whenever the chart of accounts does not allow for sufficient detail. For example, account 10140 - Special Envelopes can be subdivided by creating account numbers 10141, 10142, etc.

Although subaccounts are permitted, as outlined above, no further addition of account numbers or titles is permitted. The system is to be rigidly followed, as presented.

**INSTRUCTIONS FOR USE**

- 1) Use the definitions in this manual as the official guide for all financial entries.
- 2) Maintain consistent use during the accounting year.
- 3) Make necessary additions to subaccounts only at the beginning of an accounting period. Try to make very few changes over the years so that valid comparisons can be made between annual reports.

- 4) Develop simple ways to allocate costs to various accounts.
- 5) Write notes on your chart of accounts indicating where you charge particular items. This will help you know where to charge it in the future so that consistency can be maintained.

**Numbering System**

Similarity exists between the account numbers used by parishes, elementary schools and high schools. However, the first digit is different in each case.

**Parish Income and Expense**

- 10100 to \_\_\_\_\_ Income
- 11000 to \_\_\_\_\_ Administration Expense
- 12000 to \_\_\_\_\_ Rectory Expense
- 13000 to \_\_\_\_\_ Liturgy Expense
- 14000 to \_\_\_\_\_ Religious Education Program Expense
- 15000 to \_\_\_\_\_ Social Justice Program Expense
- 16000 to \_\_\_\_\_ Operation and Maintenance of Plant
- 17000 to \_\_\_\_\_ Fixed Expenses
- 19000 to \_\_\_\_\_ Debt Service
- 19500 to \_\_\_\_\_ Capital Outlays
- 19900 to \_\_\_\_\_ Non-Operating Expenses

**Elementary School Income and Expense**

- 20100 to \_\_\_\_\_ Income
- 21000 to \_\_\_\_\_ Administration Expense
- 23000 to \_\_\_\_\_ Instruction Expense
- 26000 to \_\_\_\_\_ Operation and Maintenance of Plant
- 27000 to \_\_\_\_\_ Fixed Expense
- 28000 to \_\_\_\_\_ Student Activities and Services
- 29000 to \_\_\_\_\_ Debt Service
- 29500 to \_\_\_\_\_ Capital Outlays
- 29900 to \_\_\_\_\_ Non-Operating Expenses

**High School Income and Expense**

- 30100 to \_\_\_\_\_ Income
- 31000 to \_\_\_\_\_ Administration Expense
- 32000 to \_\_\_\_\_ Development Expense
- 33000 to \_\_\_\_\_ Instruction Expense
- 36000 to \_\_\_\_\_ Operation and Maintenance of Plant
- 37000 to \_\_\_\_\_ Fixed Expense
- 38000 to \_\_\_\_\_ Student Activities and Services
- 39000 to \_\_\_\_\_ Debt Service
- 39500 to \_\_\_\_\_ Capital Outlays
- 39900 to \_\_\_\_\_ Non-Operating Expenses

Numbering System  
(continued)

Assets and Liabilities - Schools

41000 to 44999    Assets

45000 to 49999    Liabilities

Assets and Liabilities - Parish

51000 to 54999    Assets

55000 to 59999    Liabilities



**a. Income Accounts - Parish**

**GENERAL FUND REVENUES**

**101 COLLECTIONS**

- 10 Loose
- 20 Offertory Envelopes
- 30 Mission Church Collections
- 40 Special Envelopes

**102 RELIGIOUS EDUCATION PROGRAM INCOME**

- 10 Christian Education Fees
- 20 Adult Education Fees
- 30 Student Activity Fees
- 40 Other Religious Education Income

**104 FUND RAISING/DEVELOPMENT**

- 10 Gifts/Donations
- 20 Bequests and Memorials
- 30 Parish Activities
- 40 Parish Societies
- 50 Parish Revenue from Diocesan Appeals

**105 OTHER INCOME**

- 10 Rental of Facilities
- 20 Insurance Refunds
- 30 Interest Income
- 40 Sale of Surplus Equipment and Furnishings
- 60 Miscellaneous Income

**109 NON-OPERATING INCOME**

- 10 Transfers from Designated Fund Accounts
- 20 Transfers from Savings Accounts
- 30 Loans Received from the Diocese
- 40 Diocesan Subsidy
- 80 Diocesan Collections

b. Expense Accounts - Parish

GENERAL FUND EXPENDITURES

**110 ADMINISTRATION**

**111 Salaries**

- 01 Clergy Salaries
- 02 Parish Administrator/Business Mgr. Salaries
- 03 Clerical Salaries
- 04 Extra Service Other Priests

**112 Benefits**

- 10 Employee Insurance - Priests
- 20 Employee Insurance - Religious
- 30 Employee Insurance - Lay
- 40 Payroll Taxes
- 50 Unemployment Compensation
- 60 Retirement and Pension Plans - Priests
- 70 Retirement and Pension Plans - Religious
- 80 Retirement and Pension Plans - Lay

**113 Other Expenses**

- 11 Auto Allowances
- 15 Computer Services
- 20 Administrative Staff Development Expense
- 25 Dues and Subscriptions
- 30 Conferences and Travel
- 35 Administrative Equipment and Furnishings
- 40 Administrative Equipment Repairs and Maintenance
- 45 Postage
- 50 Printing
- 55 Duplicating
- 60 Stationery and Supplies
- 65 Professional Services
- 70 Telephone
- 75 Cathedraticum Assessment
- 80 Villa Saint Joseph
- 85 Clerical Relief Fund
- 95 Miscellaneous Administrative Expense

**120 RECTORY EXPENSES**

**121 Salaries**

- 01 Rectory Housekeeper/Cook Salaries

GENERAL FUND EXPENDITURES  
(continued)

120 RECTORY EXPENSES (continued)

122 Benefits

- 20 Employee Insurance - Religious
- 30 Employee Insurance - Lay
- 40 Payroll Taxes
- 50 Unemployment Compensation
- 70 Retirement and Pension Plans - Religious
- 80 Retirement and Pension Plans - Lay

123 Other Expenses

- 10 Household Expenses
- 20 Rectory Furnishings and Equipment
- 30 Rectory Repairs and Maintenance
- 95 Miscellaneous Rectory Expenses

130 LITURGY

131 Salaries

- 01 Program Director Salaries
- 02 Musician Salaries

132 Benefits

- 20 Employee Insurance - Religious
- 30 Employee Insurance - Lay
- 40 Payroll Taxes
- 50 Unemployment Compensation
- 70 Retirement and Pension Plans - Religious
- 80 Retirement and Pension Plans - Lay

133 Other Expenses

- 20 Liturgical Staff Development Expense
- 40 Liturgy Equipment Purchase & Maintenance
- 50 Printed Materials/Missalettes/Hymnals
- 60 Sacristy Supplies
- 61 Music Supplies
- 62 Decorations
- 95 Miscellaneous Liturgy Expense

140 RELIGIOUS EDUCATION PROGRAM EXPENSE

141 Salaries

- 01 Director of Religious Education Salary
- 02 Director of Adult Education Salary
- 03 Youth Minister Salary
- 04 Teacher Salaries/Stipends
- 05 Clerical Salaries

GENERAL FUND EXPENDITURES  
(continued)

**140 RELIGIOUS EDUCATION PROGRAM EXPENSE (continued)**

**142 Benefits**

- 20 Employee Insurance - Religious
- 30 Employee Insurance - Lay
- 40 Payroll Taxes
- 50 Unemployment Compensation
- 70 Retirement and Pension Plans - Religious
- 80 Retirement and Pension Plans - Lay

**143 Other Expenses**

- 11 Auto Allowances
- 20 Staff Development Expense
- 25 Dues and Subscriptions
- 30 Conferences and Travel
- 35 Religious Ed. Equipment and Furnishings
- 40 Religious Ed. Equipment Repairs and Maintenance
- 45 Postage
- 50 Printing
- 55 Duplicating
- 60 Stationery and Supplies
- 70 Telephone
- 90 Hospitality
- 95 Miscellaneous Religious Education Expense

**144 Instruction Expenses**

- 10 Textbooks and Teaching Supplies
- 20 Audio Visual Supplies and Materials
- 30 Religious Education Library
- 40 Student Retreats
- 50 Confirmation Expenses
- 60 Student Activities
- 70 Adult Education Expense
- 95 Miscellaneous Instructional Expense

**145 Youth Ministry Expense**

**150 SOCIAL JUSTICE PROGRAM EXPENSE**

**151 Salaries**

- 01 Social Justice Program Salaries

**152 Benefits**

- 20 Employee Insurance - Religious
- 30 Employee Insurance - Lay
- 40 Payroll Taxes
- 50 Unemployment Compensation
- 70 Retirement and Pension Plans - Religious
- 80 Retirement and Pension Plans - Lay

GENERAL FUND EXPENDITURES  
(continued)

150 SOCIAL JUSTICE PROGRAM EXPENSES (continued)

- 153 Program Expenses
  - 10 Parish Pastoral Council
  - 20 Peace and Justice Committee
  - 30 Stewardship Committee
  - 40 Communications Committee
  - 50 Evangelism Committee
  - 60 Miscellaneous Parish Program Expense

160 OPERATION AND MAINTENANCE OF PLANT

- 161 Salaries
  - 01 Maintenance/Janitorial Salaries
- 162 Benefits
  - 30 Employee Insurance - Lay
  - 40 Payroll Taxes
  - 50 Unemployment Compensation
  - 80 Retirement and Pension Plans - Lay
- 163 Other Expenses
  - 10 Contracted Janitorial Services
  - 20 Other Contracted Services
  - 31 Electricity
  - 32 Heating Fuel
  - 33 Water/Sewer
  - 40 Plant and Maintenance Supplies
  - 50 General Repairs and Maintenance
  - 60 Plant Equipment
  - 70 Vehicles
  - 95 Miscellaneous Plant Operation Expense

170 FIXED EXPENSES

- 30 Diocesan Self-Insured Program
- 40 Other Insurance
- 80 Taxes
- 90 Rental of Facilities & Equipment

190 DEBT SERVICE

- 10 Interest Expense
- 20 Principal Payments

GENERAL FUND EXPENDITURES  
(continued)

**195 CAPITAL OUTLAYS**

- 10 Major Repairs & Improvements-Buildings
- 20 Major Repairs and Improvements-Site
- 30 New Construction

**199 NON-OPERATING EXPENSES**

- 10 Transfers to Designated Fund Accounts
- 20 Transfers to Savings Account
- 30 Subsidy to Parish Elementary School -  
Operating Envelopes
- 40 Subsidy to Parish Elementary School -  
Fund Raising
- 50 Subsidy to Interparochial Elementary School
- 60 Subsidy to Non-Parish Elementary School
- 70 Subsidy to High School
- 80 Diocesan Collections Transmittals

**c. Asset/Liability Accounts**

**ASSETS**

**Current Assets**

51010 Cash - Checking Account  
51020 Cash - Bank Savings Deposits  
51030 Cash - Certificates of Deposit  
51040 Cash - Diocese Savings Deposits

52010 Stocks/Bonds

**Designated Fund Accounts**

54010 Endowment Fund  
54020 Other Funds

**LIABILITIES**

**Current Liabilities**

55010 Accounts Payable

**Long Term Liabilities**

57010 Loans - Diocese  
57020 Loans - Other

2. Account Definitions

The following pages include account definitions for every line item in the chart of accounts. Accounts are to be used exactly as specified in this manual. When it is not obvious which account to use, carefully read the descriptions to determine which account would be most appropriate. Account definitions are not to be changed or added, except by permission of the Finance Office.



a. Income Accounts - Parish

GENERAL FUND REVENUES

COLLECTIONS

- 10110 Loose  
Include monies received from the collection basket or plate, not included in offertory envelopes.
- 10120 Offertory Envelopes  
Include monies received from envelopes on Sundays, Holydays, holidays, etc. for general operating purposes. Parishes may establish subaccounts for holyday and holiday envelopes, i.e., Christmas, Easter, etc.
- 10130 Mission Church Collections  
Include monies received from collections at mission churches for which this parish has a responsibility.
- 10140 Special Envelopes  
Include monies received for special purposes such as fuel collection, roof repair collection, assessment, dues, special education envelopes, etc. which occur on an occasional basis and are used for the operating budget. Parishes may establish subaccounts for each special purpose envelope.

RELIGIOUS EDUCATION PROGRAM INCOME

- 10210 Christian Education Fees  
Include receipts from fees charged for Christian education/instruction provided by the parish to children in the Religious Education program.
- 10220 Adult Education Fees  
Include receipts from fees charged for Adult Education programs provided by the parish.
- 10230 Student Activity Fees  
Include receipt of fees charged to students for special activities, i.e., retreats, etc.
- 10240 Other Religious Education Income  
Include receipts from various sources not classified as fees, i.e., proceeds from sale of Bibles, small donations, etc.

GENERAL FUND REVENUES  
(continued)

FUND RAISING/DEVELOPMENT

- 10410 Gifts/Donations  
Include all cash gifts and donations received by the church when the funds can be used for general operating purposes.
- 10420 Bequests and Memorials  
Include income received in the form of bequests and memorials which can be used for general operating purposes.
- 10430 Parish Activities  
Include net proceeds from activities conducted by the parish to raise funds such as festivals, picnics, raffles, fairs, bingo, etc. when income can be used for general operating purposes.
- 10440 Parish Societies  
Include cash gifts from various parish societies such as Christian Women, Ushers, Altar Society, etc.
- 10450 Parish Revenue from Diocesan Appeals  
Include revenues to the parish from diocesan appeals, i.e., S.P.E.S., etc.

Notes

In each Fund Raising/Development Category, subaccounts can be added for individual parish events or programs.

Money received for designated funds, where the parish does not plan to spend the principal of the fund in the current accounting period, such as a Church Renovation Fund or Endowment Fund, should be recorded as income in the Fund Raising/Development Accounts because it is taxable in the current year. It should then be transferred to a Designated Fund Account. (See Section C.1. - Designated Funds and Clearing Accounts).

GENERAL FUND REVENUES  
(continued)

OTHER INCOME

- 10510 Rental of Facilities  
Include rental income for parish facilities, gymnasiums, halls, convents, and other properties. Include rental income only if expenses for this facility are paid for by the parish.
- 10520 Insurance Refunds  
Include receipts as a result of insurance claims and rebates.
- 10530 Interest Income  
Include interest earned on checking accounts, savings accounts, trust funds, and other investment earnings which can be used for general operating purposes.
- 10540 Sale of Surplus Equipment and Furnishings  
Include receipts from sale of parish assets. Include sale of parish equipment, furnishings, buildings, etc.
- 10560 Miscellaneous Income  
Include here receipts which do not fit in any other categories. Include perquisites for baptisms, marriages and funerals, and receipts from votive shrines, Christmas crib, book rack, etc. Parishes may establish subaccounts for various sources of miscellaneous revenue.

NON-OPERATING INCOME

- 10910 Transfers from Designated Fund Accounts  
Include money transferred into this operating budget from a Designated Fund Account. It is transferred to this account in the year in which the money will be spent through the operating budget.
- 10920 Transfers from Savings Accounts  
Include amounts transferred from the diocesan parish savings account which were deposited during an earlier year and are required for use by the parish in the current operating budget. Do not include occasional transfers between the checking and savings accounts resulting from temporary excess cash which may occur at various times during the year.

NON-OPERATING INCOME  
(continued)

- 10930 Loans Received from the Diocese  
Include proceeds of loans received from the diocese which must be repaid.
- 10940 Diocesan Subsidy  
Include receipts from the diocese as subsidy. Do not include loans from the diocese which must be repaid.
- 10980 Diocesan Collections  
Include monies received by the parish on behalf of the diocese and for the various programs it endorses such as Mission Sunday, Campaign for Human Development, Catholic Relief Services, etc. These funds are also shown as a non-operating expenditure, remitted through the Diocesan Collections Transmittals account.

b. Expense Accounts - Parish

GENERAL FUND EXPENDITURES

ADMINISTRATION

SALARIES

- 11101 Clergy Salaries  
Include salaries paid to full-time and part-time priests assigned to the parish. Compensation for priests includes the stipend and auto allowance.
- 11102 Parish Administrator/Business Manager Salaries  
Include base salaries paid to full-time and part-time religious and lay personnel serving as Parish Administrators and Business Managers.
- 11103 Clerical Salaries  
Include salaries for religious and lay personnel serving as bookkeepers, secretaries, etc.
- 11104 Extra Service Other Priests  
Include compensation paid to out-of-parish priests who render weekend help such as confessions, celebration of masses, etc.

BENEFITS

- 11210 Employee Insurance - Priests  
Include costs for group medical, dental, life and disability insurance paid for priests.
- 11220 Employee Insurance - Religious  
Include costs for group medical-health benefits insurance paid for parish religious staff.
- 11230 Employee Insurance - Lay  
Include costs for group medical, dental, life and disability insurance paid for parish lay staff.
- 11240 Payroll Taxes  
Include only employer's share of social security taxes for all personnel employed by the parish.
- 11250 Unemployment Compensation  
Include any parish payments made to unemployment compensation funds.

GENERAL FUND EXPENDITURES  
(continued)

ADMINISTRATION (continued)

BENEFITS (continued)

- 11260 Retirement and Pension Plans - Priests  
Include contributions to retirement and pension plans for parish priests.
- 11270 Retirement and Pension Plans - Religious  
Include contributions to retirement and pension plans for parish religious staff.
- 11280 Retirement and Pension Plans - Lay  
Include contributions to employee retirement and pension plans for parish lay staff.

OTHER EXPENSES

- 11311 Auto Allowances  
Include auto allowances for administrative personnel, except assigned priests.
- 11315 Computer Services  
Include fees paid for contracted computer services or for supplies and repairs for computers owned by the parish.
- 11320 Administrative Staff Development Expense  
Include expenses for administrative personnel for workshops, seminars, continuing education expenses, etc. for their professional growth and development. Also include any retreat allowances given to parish priests and lay administrative staff.
- 11325 Dues and Subscriptions  
Include all membership fees, subscriptions, etc. related to administrative personnel or to the parish in general. Also include any book allowances given to parish priests.
- 11330 Conferences and Travel  
Include costs for conferences, conventions and travel for administrative personnel.
- 11335 Administrative Equipment and Furnishings  
Include costs for new or replacement equipment and furnishings for the administrative area of the church. Also include amounts for any installment payments on administrative equipment purchases, except for telephone and duplicating equipment, which are included in other accounts.

GENERAL FUND EXPENDITURES  
(continued)

ADMINISTRATION (continued)

OTHER EXPENSES (continued)

- 11340 Administrative Equipment Repairs and Maintenance  
Include cost of maintenance contracts and general repairs of administrative equipment.
- 11345 Postage  
Include all postage for church. Also include postage meter rental fees, etc.
- 11350 Printing  
Include all administrative printing expenses. This would include printing of bulletins, newsletters, directories, etc.
- 11355 Duplicating  
Include all costs associated with administrative duplicating equipment such as lease fees, paper, toner, fluid, etc. and any installment payments on duplicating equipment.
- 11360 Stationery and Supplies  
Include all stationery and office supplies used for administrative purposes. Also includes expenses for offertory envelopes.
- 11365 Professional Services  
Include legal, accounting and other professional service fees paid to outside firms.
- 11370 Telephone  
Include all telephone costs for service, equipment, long distance, etc. for the church and rectory. Also include any installment payments on purchases of phone equipment.
- 11375 Cathedraticum Assessment  
Include funds assessed by the diocese to the parish as its share of the financial support of the Central Offices of the diocese.

GENERAL FUND EXPENDITURES  
(continued)

ADMINISTRATION (continued)

OTHER EXPENSES (continued)

- 11380 Villa Saint Joseph  
Include the assessment to the parish for Villa Saint Joseph.
- 11385 Clerical Relief Fund  
Include the assessment to the parish for the Clerical Fund Society for Infirm Priests.
- 11395 Miscellaneous Administrative Expense  
Include other occasional administrative expenses for which no other category is available.

RECTORY EXPENSES

SALARIES

- 12101 Rectory Housekeeper/Cook Salaries  
Include salaries for rectory housekeeper, cook, etc.

BENEFITS \*

- 12220 Employee Insurance - Religious
- 12230 Employee Insurance - Lay
- 12240 Payroll Taxes
- 12250 Unemployment Compensation
- 12270 Retirement and Pension Plans - Religious
- 12280 Retirement and Pension Plans - Lay

\* (See definitions - pages 19 and 20)

OTHER EXPENSES

- 12310 Household Expenses  
Include expenses incurred by persons residing in the rectory for rectory food and household consumables such as toiletries, paper products and other grocery items normally used by a household, but excluding items which are for personal use.
- 12320 Rectory Furnishings and Equipment  
Include expenses for rectory furnishings and equipment for the living space of the parish priests. Do not include church office furnishings and equipment which would be charged to Administration.



GENERAL FUND EXPENDITURES  
(continued)

RECTORY EXPENSES (continued)

OTHER EXPENSES (continued)

12330 Rectory Repairs and Maintenance  
Include expenses for repair and maintenance of the rectory.

12395 Miscellaneous Rectory Expenses  
Include other rectory expenses which do not fit in the above categories.

LITURGY

SALARIES

13101 Program Director Salaries  
Include salaries paid to full-time and part-time program directors such as liturgists, music director, etc.

13102 Musician Salaries  
Include salaries paid to full-time and part-time musicians such as organists, guitarists, guest musicians, etc.

BENEFITS \*

13220 Employee Insurance - Religious

13230 Employee Insurance - Lay

13240 Payroll Taxes

13250 Unemployment Compensation

13270 Retirement and Pension Plans - Religious

13280 Retirement and Pension Plans - Lay

\* (See definitions - pages 19 and 20)

OTHER EXPENSES

13320 Liturgical Staff Development Expense  
Include expenses for liturgical personnel for workshops, seminars, continuing education expenses, etc. for their professional growth and development.

13340 Liturgy Equipment Purchase and Maintenance  
Include expenses for repairs and maintenance contracts on liturgical equipment, such as organs, pianos, speaker systems, etc. Also include new and replacement costs for pulpits, altars, chairs, etc.

GENERAL FUND EXPENDITURES  
(continued)

LITURGY (continued)

OTHER EXPENSES (continued)

- 13350 Printed Materials/Missalettes/Hymnals  
Include expenses for missalettes, hymnals and other printed liturgical materials whether purchased or printed by the parish.
- 13360 Sacristy Supplies  
Include expenses for altar bread, wine, candles, votive lights, etc. Also include expenses for vestments, chalices, patens, altar cloths, etc.
- 13361 Music Supplies  
Include expenses for organ and choir music, copyrights, etc.
- 13362 Decorations  
Include expenses for altar flowers and church decorations, banners, etc.
- 13395 Miscellaneous Liturgy Expense  
Include other liturgy expenses which do not fit in the above categories. Also include expenses for parish book rack.

RELIGIOUS EDUCATION PROGRAM EXPENSES

SALARIES

- 14101 Director of Religious Education Salary  
Include base salaries paid to full-time and part-time religious and lay personnel serving as Director of Religious Education.
- 14102 Director of Adult Education Salary  
Include base salaries paid to full-time and part-time religious and lay personnel serving as Director of Adult Education.
- 14103 Youth Minister Salary  
Include base salaries paid to full-time and part-time religious and lay personnel serving as Youth Minister.
- 14104 Teacher Salaries/Stipends  
Include base salaries and stipends paid to full-time and part-time religious and lay personnel serving as teachers in the parish religious education program.

GENERAL FUND EXPENDITURES  
(continued)

RELIGIOUS EDUCATION PROGRAM EXPENSES (continued)

SALARIES (continued)

14105 Clerical Salaries  
Include salaries for religious and lay personnel serving as bookkeepers, secretaries, etc. for the religious education program.

BENEFITS \*

14220 Employee Insurance - Religious  
14230 Employee Insurance - Lay  
14240 Payroll Taxes  
14250 Unemployment Compensation  
14270 Retirement and Pension Plans - Religious  
14280 Retirement and Pension Plans - Lay

\* (See definitions - pages 19 and 20)

OTHER EXPENSES

14311 Auto Allowances  
Include auto allowances for all religious education program staff.

14320 Staff Development Expense  
Include expenses for religious education program personnel for workshops, seminars, continuing education expenses, etc. for their professional growth and development.

14325 Dues and Subscriptions  
Include all membership fees, subscriptions, etc. related to the religious education program.

14330 Conferences and Travel  
Include costs for conferences, conventions and travel for religious education program.

14335 Religious Education Equipment and Furnishings  
Include costs for new or replacement equipment and furnishings for the religious education program. Also include amounts for any installment payments on purchases, except for telephone and duplicating equipment, which are included in other accounts.

14340 Religious Education Equipment Repairs and Maintenance  
Include cost of maintenance contracts and general repairs of religious education program equipment.

GENERAL FUND EXPENDITURES  
(continued)

RELIGIOUS EDUCATION PROGRAM EXPENSES (continued)

OTHER EXPENSES (continued)

- 14345 Postage  
Include all postage for the religious education program. Also include postage meter rental fees, etc.
- 14350 Printing  
Include all religious education program printing expenses.
- 14355 Duplicating  
Include all costs associated with religious education program duplicating equipment such as lease fees, paper, toner, fluid, etc. and any installment payments on duplicating equipment.
- 14360 Stationery and Supplies  
Include all stationery and office supplies used for the religious education program.
- 14370 Telephone  
Include all telephone costs for service, equipment, long distance, etc. for religious education program. Also include any installment payments on purchases of phone equipment.
- 14390 Hospitality  
Include expenses for socials and gatherings sponsored by the religious education program for meeting refreshments, staff parties, etc.
- 14395 Miscellaneous Religious Education Expense  
Include other religious education program expenses for which no other category is available.

INSTRUCTION EXPENSE

- 14410 Textbooks and Teaching Supplies  
Include expenses for purchases of textbooks to be used by students/teachers for the religious education program. Books as considered in this account are those which form a basic part of the course of study. Also include expenses for materials and supplies used in the teaching - learning process such as workbooks, chalk, erasers, etc.

GENERAL FUND EXPENDITURES  
(continued)

RELIGIOUS EDUCATION PROGRAM EXPENSES (continued)

INSTRUCTION EXPENSE (continued)

- 14420 Audio Visual Supplies and Materials  
Include expenses for audio visual supplies and materials.
- 14430 Religious Education Library  
Include expenses for the purchase of books and periodicals for the religious education library. Books and periodicals as considered under this account are those used for supplemental reading, reference and development. Also record the cost of binding and/or repair of books.
- 14440 Student Retreats  
Include expenses for student retreats.
- 14450 Confirmation Expenses  
Include costs associated with the Confirmation program of the parish.
- 14460 Student Activities  
Include costs for various student activities.
- 14470 Adult Education Expense  
Include all expense incurred in operating the continuing education program for adults.
- 14495 Miscellaneous Instructional Expense  
Include other instructional expenses of the religious education program for which no other category is available.
- YOUTH MINISTRY**
- 14500 Youth Ministry Expense  
Include all expenses incurred by the youth ministry program of the parish.

SOCIAL JUSTICE PROGRAM EXPENSE

SALARIES

- 15101 Social Justice Program Salaries  
Include salaries paid to full-time and part-time religious and lay staff serving as pastoral ministers and other special program staff.

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**GENERAL FUND EXPENDITURES**  
**(continued)**

**SOCIAL JUSTICE PROGRAM EXPENSES (continued)**

**BENEFITS \***

15220	<u>Employee Insurance - Religious</u>
15230	<u>Employee Insurance - Lay</u>
15240	<u>Payroll Taxes</u>
15250	<u>Unemployment Compensation</u>
15270	<u>Retirement and Pension Plans - Religious</u>
15280	<u>Retirement and Pension Plans - Lay</u>

\* (See definitions - pages 19 and 20)

**PROGRAM EXPENSES**

15310	<u>Parish Pastoral Council</u> Include expenses incurred by the Parish Council.
15320	<u>Peace and Justice Committee</u> Include expenses incurred by the Peace and Justice Committee.
15330	<u>Stewardship Committee</u> Include expenses incurred by the Stewardship Committee.
15340	<u>Communications Committee</u> Include expenses incurred by the Communications Committee.
15350	<u>Evangelism Committee</u> Include expenses incurred by the Evangelism Committee.
15360	<u>Miscellaneous Parish Program Expenses</u> Include other parish program expenses which do not fit in the above categories. Parishes may establish subaccounts for their various parish programs.

**OPERATION AND MAINTENANCE OF PLANT**

Note

Include expense for operating and maintaining all parish facilities including church, parish halls, religious education center, mission churches, convents (if not used to house school staff), etc. If the parish operates a school, all plant expenses associated with the school would be part of the School General Fund Expenditures.

GENERAL FUND EXPENDITURES  
(continued)

OPERATION AND MAINTENANCE OF PLANT (continued)

SALARIES

16101 Maintenance/Janitorial Salaries  
Include gross salaries for full-time and part-time personnel involved in plant operation for the church such as maintenance persons, custodians, firemen, watchmen, janitors, cleaning persons, etc.

BENEFITS \*

16230 Employee Insurance - Lay  
16240 Payroll Taxes  
16250 Unemployment Compensation  
16280 Retirement and Pension Plans - Lay

\* (See definitions - pages 19 and 20)

OTHER EXPENSES

16310 Contracted Janitorial Services  
Include expenses for contracted janitorial services.

16320 Other Contracted Services  
Include expenses for services such as snow removal, lawn care, pest control, trash removal, etc. Also include maintenance contracts for elevators, security systems, boilers, etc., for the parish facilities.

16331 Electricity  
Include expenses of electricity for lighting, power, and heating parish facilities and the rectory.

16332 Heating Fuel  
Include expenses for coal, steam, gas, fuel oil, etc. for heating, including transportation costs involved in securing them for parish facilities and the rectory.

16333 Water/Sewer  
Include expenses for water and sewerage disposal for parish facilities and the rectory.

16340 Plant and Maintenance Supplies  
Include expenses for brooms, mops, cleaners, paper supplies, light bulbs, and other such custodial supplies. Also include repair parts, paint and small tools used in making repairs and maintaining the parish facilities.

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**GENERAL FUND EXPENDITURES**  
**(continued)**

**OPERATION AND MAINTENANCE OF PLANT (continued)**

**OTHER EXPENSES (continued)**

- 16350 **General Repairs and Maintenance**  
 Include charges by outside contractors for day-to-day repairs to the parish facilities and site and repairs to equipment. Includes charges by plumbers, electricians, carpenters, etc. Do not include major repairs such as new roof, furnace renovation, etc. which would be considered Capital Outlays.
- 16360 **Plant Equipment**  
 Include costs of new and replacement equipment such as vacuums, mowers, tractors, etc. for the parish facilities and for operation and maintenance of same.
- 16370 **Vehicles**  
 Include purchase and maintenance of parish cars, vans and trucks.
- 16395 **Miscellaneous Plant Expense**  
 Include other occasional plant expenses for which no other category is available.

**FIXED EXPENSES**

- 17030 **Diocesan Self-Insured Program**  
 Include insurance premiums paid on the diocesan self-insured program.
- 17040 **Other Insurance**  
 Include premiums for any other insurance carried by the parish.
- 17080 **Taxes**  
 Include any taxes paid by the parish to the state, city, county, etc. for parking lots, other facilities, etc.
- 17090 **Rental of Facilities and Equipment**  
 Include costs for the rental of land, buildings, and equipment for all parish purposes.



GENERAL FUND EXPENDITURES  
(continued)

DEBT SERVICE

- 19010 Interest Expense  
Include interest payments on diocesan and commercial short and long term indebtedness of the parish.
- 19020 Principal Payments  
Include principal payments on diocesan and commercial short and long term indebtedness of the parish.

CAPITAL OUTLAYS

Note

Include expenses for Capital Outlays for all parish facilities, including church, rectory, parish halls, religious education center, mission churches, convents and the parish elementary school.

- 19510 Major Repairs and Improvements-Buildings  
Include here any substantial repairs, alterations or changes that extend the useful life of the parish buildings or change the facilities to make them more useful or desirable. Repairs of fire losses, water or storm damage, etc. even if covered by insurance would be charged to this account. Includes new roofs, major window replacement projects or similar items.

Would not include purchase of an existing building, construction of a new building, a major addition to an existing building, or purchase of mobile classrooms. Because these items are large, they would not usually be handled through the operating budget.

- 19520 Major Repairs and Improvements-Site  
Include the costs of improvements such as roads, repaving, sewers, landscaping, etc.

- 19530 New Construction  
Include cost of construction of new buildings such as sheds, garages, etc. Also includes additions to the present building. Include only new construction which is part of the operating budget. Major construction projects, funded outside of the budget, would not be charged here.

NON-OPERATING EXPENSE

- 19910 Transfers to Designated Fund Accounts  
Include amounts transferred to Designated Fund Accounts from the current operating budget for special purposes to be used at some future date.
- 19920 Transfers to Savings Accounts  
Include amounts transferred to the parish diocesan savings account from the current operating budget. Do not include occasional transfers from the checking to savings account which occur at various times during the year as a result of excess cash flow. Amounts included in this account should remain in parish savings until some other fiscal year.
- 19930 Subsidy to Parish Elementary School - Operating Envelopes  
Include the amount of subsidy paid from parish envelope receipts for the elementary school which is owned and operated by the parish.
- 19940 Subsidy to Parish Elementary School - Fund Raising  
Include the amount of subsidy paid from parish fund raising activities for a parish elementary school which is owned and operated by the parish.
- 19950 Subsidy to Interparochial Elementary School  
Include the amount of subsidy paid for the interparochial elementary school.
- 19960 Subsidy to Non-Parish Elementary School  
Include the amount of subsidy paid to non-parish elementary schools.
- 19970 Subsidy to High School  
Include the amount of the assessment for the area high school.
- 19980 Diocesan Collections Transmittals  
Include monies transmitted by the parish which were collected in behalf of the diocese and for the various programs it endorses such as Mission Sunday, Campaign for Human Development, Catholic Relief Services, etc.

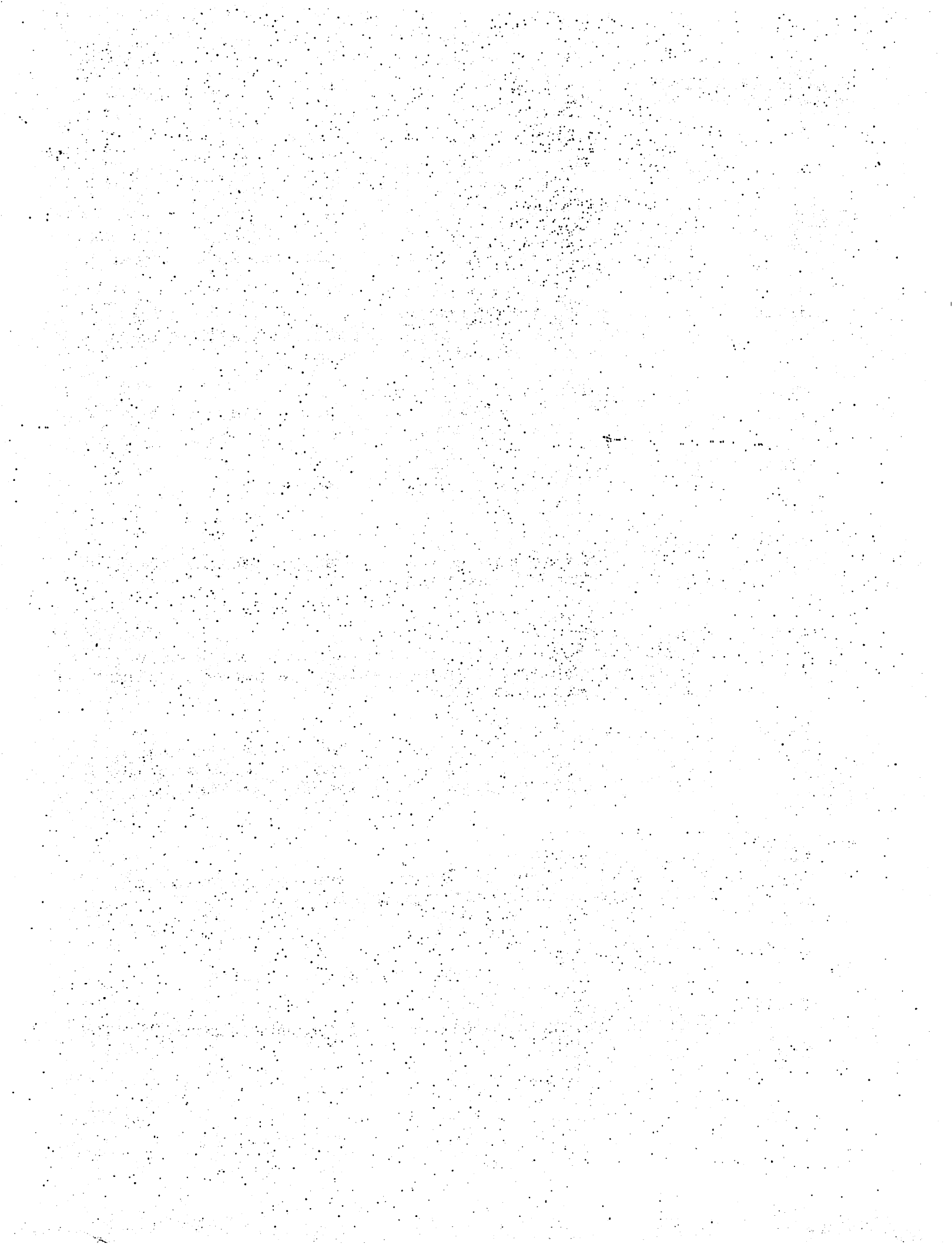
c. Asset/Liability Accounts - Parish

ASSETS

- 51010 Cash - Checking Account  
Include the balance of monies in the parish checking account.
- 51020 Cash - Bank Savings Deposit  
Cash which the parish has invested in a bank or a savings institution savings account.
- 51030 Cash - Certificates of Deposit  
Cash which the parish has invested in CD's or similar financial instruments.
- 51040 Cash - Diocese Savings Deposit  
Cash which is invested with the Diocese.
- 52010 Stocks/Bonds  
The current market value of any stocks or bonds which are owned by the parish.
- 54010 Endowment Fund  
If the parish has an endowment (money which cannot ordinarily be spent for operating purposes), list the current value of this fund.
- 54020 Other Funds  
Establish an account for all other Fund Balances. This includes all monies in separate funds such as tuition assistance funds, building funds, etc.

LIABILITIES

- 55010 Accounts Payable  
On the date for which this statement is prepared, run a tape total of all unpaid bills.
- 57010 Loans - Diocese  
List the amount of money owed to the Diocese.
- 57020 Loans - Other  
List the amount of money owed to all other sources.



**B. BUDGETING**

**1. Principles of Budgeting**

It is recommended that the following principles be used as a basis for your budget planning. Implementation of these principles will insure accurate budgets and good results from the process.

- a. Base the next year's budget on an accurate estimate of the current year's expenses and income. The original budget from the current year should be updated and revised because some factors may have changed since the original budget was prepared.
- b. Budget all figures as accurately as possible. Avoid the tendency to pad figures to provide for numerous contingencies. Conversely, be sure to budget enough for all of the planned expenses.
- c. If the parish has an elementary school, the parish should not subsidize the school indirectly by failing to charge adequate expenses to the school, especially in the areas of staff and utilities. On the other hand, be sure that the school is not assessed unfairly for parish costs, thereby inflating the cost-per-pupil. Consequently, accurate prorations are important.
- d. Try to make your parish budget reflect the program plan. If program changes are planned, appropriate additions or reductions in expenses should be made in next year's budget.
- e. Involve people in the budget planning process who need to be informed. This includes the Pastor, members of the Parish Council, Finance Council and others.
- f. Provide parish members with a budget summary and inform them of parish costs.

2. Financial Planning Calendar

The following budget calendar will help your parish complete its activities.

<u>TARGET DATES</u>	<u>ACTIVITIES</u>
March 30	⊙ First draft of next year's budget completed
April 30	⊙ Budget finalized
May 30	⊙ Budget for next year submitted to the Finance Office
August 1	⊙ Parish Income and Expense Statement for the year just completed and the Parish Assets/Liabilities Statement submitted to the Finance Office

### 3. Steps in Budget Analysis and Development

Listed below are the steps in the budget analysis and development process. Most steps have been listed, and should be followed in chronological order.

The Pastor, members of the Finance Council and Parish Council, and other appropriate individuals are to be involved in the process. However, many of the steps can best be accomplished by a single individual or by several people working together. After reviewing the steps, determine the most appropriate and efficient manner of accomplishing the tasks.

#### Prepare Budget Form (Exhibit 1)

**Step One:**

Make a copy of Exhibit 1, Budget Form. Post the 1986 year-end expense and income figures in Column 1. Be sure to post the actual December 31, 1986 year-end figures for 1986. You are being asked to post these figures because experience has shown that budgets are more accurate when historical figures are readily available for review.

- When posting financial figures to Exhibit 1, omit cents. Always round to the nearest dollar.
- Because this is a new chart of accounts, modify your figures to fit within the new account structure. Read the account definitions to determine into which accounts to post historical figures.

**Step Two:**

Post a six-month budget for January 1, 1987 to June 30, 1987 in Column 2 of Exhibit 1. Modify your budget to fit into the new accounts.

If your parish does not have a 1987 budget, you are to prepare one at this time, following the procedures outlined in Steps Three through Six.

**Step Three:** Study Exhibit 2, 1987-88 Budget Increase Guidelines.

Guidelines have been provided for anticipating inflationary cost increases for selected budget accounts in 1987-88.

**Step Four:** Complete the 1987-88 Budget on Exhibit 1, Column 3.

- For each item in the parish chart of accounts, develop an income and expense budget figure for 1987-88.
- Use the 1986 actual and the six-month 1987 budget as a basis for the 1987-88 budget.
- Consider the parish's program plan for 1987-88 as the budget is developed. Will more staff be needed? Must a new computer be purchased? etc.
- Use the guidelines in Exhibit 2, Budget Increase Guidelines, as they may be appropriate for your parish.
- Once you have budgeted each line item in Column 3, calculate total expense and total income for the projected budget.
- Subtract income from expenses to determine the potential deficit or surplus for next year.

**Step Five:** Document the calculations and assumptions used in preparing the budget.

- Document some of your assumptions so that it will be easier to retrace your steps as you find it necessary to review the budget. Things to document include:
  - ⊙ Document all percentages, ratios and other factors used to prorate expenses or income between various programs, i.e., the school.
  - ⊙ Document inflationary factors used to increase budget items.



- List equipment items and other items which are part of the budgeted figures.
- Retain notes, worksheets and calculations used in arriving at each line item in the budget.

Evaluate the Projected Budget

Step Six: Meet with the Parish Council to discuss the parish budget.

If your parish needs assistance in analyzing these figures, request help from the Finance Office. They will try to be of assistance to you.

Submit the Budget and Supporting Documentation

Step Seven: Submit a completed copy of Exhibit 1, Budget Form to the Finance Office.

Submit copies to appropriate parish personnel.

Step Eight: Communicate budget to parishioners.

Develop a carefully planned strategy to communicate financial information to parishioners. Accurate and complete information about parish finances can help parish members understand the financial needs of the parish.



PARISH NAME \_\_\_\_\_  
CITY \_\_\_\_\_

PARISH BUDGET FORM

	Column 1 Actual 1986	Column 2 Budget 1987 (6 mo.)	Column 3 Budget 1987-88
<b>GENERAL FUND REVENUES</b>			
<u>COLLECTIONS</u>			
10110	Loose		
10120	Offertory Envelopes		
10130	Mission Church Collections		
10140	Special Envelopes		
	<b>TOTAL COLLECTIONS</b>		
<u>RELIGIOUS EDUC. PGM. INCOME</u>			
10210	Christian Education Fees		
10220	Adult Education Fees		
10230	Student Activity Fees		
10240	Other Rel. Ed. Income		
	<b>TOTAL REL. ED. PGM. INCOME</b>		
<u>FUND RAISING/DEVELOPMENT</u>			
10410	Gifts/Donations		
10420	Bequests and Memorials		
10430	Parish Activities		
10440	Parish Societies		
10450	Parish Revenue -Dioc. Appeals		
	<b>TOTAL FUND RAISING/DEVEL.</b>		
<u>OTHER INCOME</u>			
10510	Rental of Facilities		
10520	Insurance Refunds		
10530	Interest Income		
10540	Sale of Surplus Eqpt./Furn.		
10560	Miscellaneous Income		
	<b>TOTAL OTHER INCOME</b>		
	<b>TOTAL GENERAL FUND REVENUE</b>		
<u>NON-OPERATING INCOME</u>			
10910	Transf. from Desig. Fund Accts.		
10920	Transfers from Savings Accts.		
10930	Loans from Diocese		
10940	Diocesan Subsidy		
10980	Diocesan Collections		
	<b>TOTAL NON-OPERATING INCOME</b>		
	<b>TOTAL GEN. FUND &amp; NON-OPER. INC.</b>		

Notes

PARISH NAME \_\_\_\_\_  
CITY \_\_\_\_\_

PARISH BUDGET FORM

	Column 1 Actual 1986	Column 2 Budget 1987 (6 mo.)	Column 3 Budget 1987-88
<b>GENERAL FUND EXPENDITURES</b>			
<b>ADMINISTRATION</b>			
<b>Salaries</b>			
11101	Clergy Salaries		
11102	Par.Admin./Bus.Mgr. Salaries		
11103	Clerical Salaries		
11104	Extra Serv.-Other Priests		
	<b>Total Salaries</b>		
<b>Benefits</b>			
11210	Employee Insurance-Priests		
11220	Employee Insurance-Religious		
11230	Employee Insurance-Lay		
11240	Payroll Taxes		
11250	Unemployment Compensation		
11260	Retirement/Pension-Priests		
11270	Retirement/Pension-Religious		
11280	Retirement/Pension-Lay		
	<b>Total Benefits</b>		
<b>Other Expenses</b>			
11311	Auto Allowances		
11315	Computer Services		
11320	Admin. Staff Development		
11325	Dues and Subscriptions		
11330	Conferences and Travel		
11335	Admin. Equip. & Furn.		
11340	Admin. Equip. Repairs/Maint.		
11345	Postage		
11350	Printing		
11355	Duplicating		
11360	Stationery and Supplies		
11365	Professional Services		
11370	Telephone		
11375	Cathedraticum Assessment		
11380	Villa Saint Joseph		
11385	Clerical Relief Fund		
11395	Miscellaneous Admin. Expense		
	<b>Total Other Expenses</b>		
	<b>TOTAL ADMINISTRATION</b>		

Notes



PARISH NAME \_\_\_\_\_  
CITY \_\_\_\_\_

PARISH BUDGET FORM

	Column 1 Actual 1986	Column 2 Budget 1987 (6 mo.)	Column 3 Budget 1987-88	Notes
<u>LITURGY (continued)</u>				
<u>Other Expenses</u>				
13320	Liturgical Staff Devel.			
13340	Liturgy Equipt. Purch./Maint.			
13350	Printed Matls./Missalettes/Hymn			
13360	Sacristy Supplies			
13361	Music Supplies			
13362	Decorations			
13395	Misc. Liturgy Expense			
	<b>Total Other Expenses</b>			
	<b>TOTAL LITURGY</b>			
<u>RELIGIOUS EDUC. PROGRAM EXP</u>				
<u>Salaries</u>				
14101	Dir. of Rel. Educ. Salary			
14102	Dir. of Adult Educ. Salary			
14103	Youth Minister Salary			
14104	Teacher Salaries/Stipends			
14105	Clerical Salaries			
	<b>Total Salaries</b>			
<u>Benefits</u>				
14220	Employee Insurance-Religious			
14230	Employee Insurance-Lay			
14240	Payroll Taxes			
14250	Unemployment Compensation			
14270	Retirement/Pension-Religious			
14280	Retirement/Pension-Lay			
	<b>Total Benefits</b>			



PARISH NAME \_\_\_\_\_  
CITY \_\_\_\_\_

PARISH BUDGET FORM

	Column 1	Column 2	Column 3
	Actual	Budget	Budget
	1986	1987 (6 mo.)	1987-88
<b><u>SOCIAL JUSTICE PROGRAM EXPENSE</u></b>			
<b><u>Salaries</u></b>			
15101	Social Justice Pgm. Salaries		
<b><u>Benefits</u></b>			
15220	Employee Insurance-Religious		
15230	Employee Insurance-Lay		
15240	Payroll Taxes		
15250	Unemployment Compensation		
15270	Retirement/Pension-Religious		
15280	Retirement/Pension-Lay		
	<b>Total Benefits</b>		
<b><u>Other Expenses</u></b>			
15310	Parish Pastoral Council		
15320	Peace & Justice Committee		
15330	Stewardship Committee		
15340	Communications Committee		
15350	Evangelism Committee		
15360	Misc. Parish Pgm. Expense		
	<b>Total Other Expenses</b>		
	<b>TOTAL SOCIAL JUSTICE PGM. EXP.</b>		
<b><u>OPERATION &amp; MAINT. OF PLANT</u></b>			
<b><u>Salaries</u></b>			
16101	Maint./Janitorial Salaries		
<b><u>Benefits</u></b>			
16230	Employee Insurance-Lay		
16240	Payroll Taxes		
16250	Unemployment Compensation		
16280	Retirement/Pension-Lay		
	<b>Total Benefits</b>		

Notes



PARISH NAME \_\_\_\_\_  
CITY \_\_\_\_\_

PARISH BUDGET FORM

Notes

	Column 1 Actual 1986	Column 2 Budget 1987 (6 mo.)	Column 3 Budget 1987-88
<b>OPER. &amp; MAINT. OF PLANT EXP.</b> (continued)			
<u>Other Expenses</u>			
16310	Contracted Janitorial Serv.		
16320	Other Contracted Services		
16331	Electricity		
16332	Heating Fuel		
16333	Water/Sewer		
16340	Plant & Maint. Supplies		
16350	Gen. Repairs & Maint.		
16360	Plant Equipment		
16370	Vehicles		
16395	Misc. Plant Oper. Expense		
	<b>Total Other Expenses</b>		
	<b>TOTAL OPER. &amp; MAINT. OF PLANT</b>		
<u>FIXED EXPENSES</u>			
17030	Diocesan Self-Insured Program		
17040	Other Insurance		
17080	Taxes		
17090	Rental of Facilities/Equipt.		
	<b>TOTAL FIXED EXPENSES</b>		
<u>DEBT SERVICE</u>			
19010	Interest Expense		
19020	Principal Payments		
	<b>TOTAL DEBT SERVICE</b>		
<u>CAPITAL OUTLAYS</u>			
19510	Major Rep. & Improve.-Bldgs.		
19520	Major Rep. & Improve.-Site		
19530	New Construction		
	<b>TOTAL CAPITAL OUTLAYS</b>		
	<b>TOTAL GENERAL FUND EXPENDITURES</b>		



Exhibit 2

BUDGET INCREASE GUIDELINES 1987-88

During the Spring of 1987, you are to prepare a comprehensive budget for 1987-88. As an aid to you, we have researched and prepared some projection assumptions for selected accounts. For these accounts, we feel that most parishes and schools in the Diocese should use the same assumptions. In all other accounts, base your budget on local trends and program plans.

Standard assumptions to be used by parishes and schools are as follows:

Inflation Rate

When projecting, an assumption must be made about the rate of inflation in the Scranton area.

Assume the following rate of inflation: 1987-88 - 4%

Compensation for Religious

- 1) Base salaries for ten-month religious are projected as follows:

1986-87	\$6,100
1987-88	\$6,400

- 2) Project the following stipend for sisters who are not provided a convent:

1987-88 \$\_\_\_ monthly

Salaries for Professional Lay Staff

In 1987-88 use a minimum of 4% for all professional lay staff. (Use of a larger percentage may be appropriate, depending on your local circumstances.)

16332 - Heating Fuel

Assume the following increase: 1987-88 - 4%

If you are installing new energy-saving equipment, or have planned conservation projects, adjust accordingly.

Exhibit 5 - continued

17030 - Diocesan Self-Insured Program

Assume the following increase: 1987-88 - 10%

Benefits (1987-88)

Employee Insurance - Priests	10% increase
Employee Insurance - Religious	\$1,275 per sister
Employee Insurance - Lay	6% increase
Payroll Taxes	7.4% of lay salaries
Unemployment Compensation	\$75/full-time teacher \$35/part-time teacher
Retirement & Pension Plans - Priests	No increase
Retirement & Pension Plans - Religious	\$1,100 per sister
Retirement & Pension Plans - Lay	5% increase (based on anticipated salary increases.)

C. ACCOUNTING PROCEDURES

1. Designated Funds and Clearing Accounts

Clearing accounts (or exchange accounts) and designated fund accounts are used for activities which have both income and expenditures, and for which separate accounting is required. A ledger is established for each approved activity. Income and expenses for this activity are recorded on the same ledger as credits and debits, respectively.

Three types of clearing accounts can be used.

- Parish Organization Clearing Accounts

Includes all parish organizations such as Women's Club, Ushers, etc., for which the parish does the accounting.

- Miscellaneous Clearing Accounts

Use for one-time events, for which there is income and expense, i.e. monies collected and paid out for an adult retreat, a bus trip, fund raising event, etc.

- Designated Fund Accounts

Includes the accounting for programs where dollars are set aside in a Tuition Assistance Fund, Building Fund, Endowment Fund, or for some other major project.

The dollars which flow through the first two types of clearing accounts are intermingled with the operating funds of the parish. The dollars in Designated Fund Accounts are to be held in a separate checking or savings account.

Account numbers 19600 through 19899 have been set aside for clearing accounts. Parishes are free to use the account numbers as they see fit, within the following limits:

- 19600 to 19699 • Parish Organization Clearing Accounts
- 19700 to 19799 • Miscellaneous Clearing Accounts
- 19800 to 19899 • Designated Fund Accounts

PARISH ORGANIZATION CLEARING ACCOUNTS  
(1960 to 1969)

These clearing accounts are used for all parish organizations and clubs such as Women's Club, Ushers, etc. In most cases the parish is providing a banking function for these groups. All income and expense is recorded in each group's account. Reports should be made to these groups, as a need exists locally. If the balance in the account is to remain with this group during the next fiscal year, it is handled in this way. However, if the balance in these accounts will be closed out and the cash is available for use by the parish, it is recorded on June 30th as parish income in an appropriate income account.

MISCELLANEOUS CLEARING ACCOUNTS  
(1970 to 1979)

Fund raising events, retreats, bus tours, etc. may all necessitate a temporary clearing account. When the event is concluded, the account is closed. If there is a negative or positive balance in the account when it is closed, transfer the closing balance to the appropriate parish income account.

DESIGNATED FUND ACCOUNTS  
(1980 to 1989)

These accounts are to be used for situations where large amounts of money are to be set aside for a designated purpose such as a Building Fund. A designated fund account can also be established to record income raised in one year for purchase of an item in the next year. In the year in which the item is purchased, the Designated Fund Account is closed. Designated fund accounts of this type should be set up only for large purchases.

These accounts could also be used for an Endowment Fund or a Tuition Assistance Fund. The money in all designated fund accounts is to be kept in a separate checking or savings account.

Parishes should have a very limited number of designated fund accounts. They should be established only if a need exists.

The balance of these accounts is shown in the Assets/Liabilities Statement.

A separate report of the income, expense and balance in these accounts should be prepared and submitted annually.

## 2. Accounting Guidelines

Experience has shown that some rules of bookkeeping and financial management are more successful than others. The following rules reflect good financial management, and should be followed.

- a. A Petty Cash account may be maintained. The Petty Cash account should be reimbursed only when verified receipts are presented for each item for which cash was spent. Petty Cash should be used for only the very small, day-to-day expenses.
- b. Except for the small, miscellaneous purchases made from Petty Cash, all expenses should be paid by check. Cash payment should not be made for any items.
- c. An invoice or receipt must be retained and filed for every check written. These records and materials should be retained for five years. In every case, an "audit trail" should exist for all income and expenses within the school and parish.
- d. The parish should have only one checking account and one savings account. The only exception is the potential need for a separate savings account for designated funds, i.e., Building Fund, Tuition Assistance Fund, etc., described in the prior section. Many separate checking accounts are not necessary to maintain financial control. In fact, they tend to result in poor financial management.

## 3. Auxiliary Organizations

Auxiliary organizations are associated with the parish by reason of their involvement in raising funds for specific projects or for the general operating budget. Some examples are Booster Club, Ushers, Christian Women, Band Boosters, etc. In some cases these groups want to maintain their own checking or savings account, and they also want to influence how the funds which they raise are to be spent. Although separate checking accounts for auxiliary organizations are discouraged, the pastor may give year-to-year approval of these accounts.

While the monies may be handled by the auxiliary organizations, the funds have been raised in the name of the parish for parish related activities. The parish must, therefore, have control over the raising, handling and disbursement of their funds.

The following rules apply to all auxiliary organizations:

1. Auxiliary organizations are to prepare a budget and annual plan which is submitted to the parish before September 1st for review and approval. The parish, in turn, should communicate their needs to each auxiliary organization.
2. Auxiliary organizations are to present an Income and Expense Statement to the parish on a regular basis. Reports should be submitted annually, or more often if requested by the parish.
3. The pastor and Finance Council should provide guidelines as to the types of activities in which auxiliary organizations are allowed to engage, and how they can spend the funds which have been raised.
4. No salaries are to be paid directly to employees or non-staff by an auxiliary organization, i.e., coaching stipends. If the auxiliary group raises funds for salaries, the funds are to be given to the parish and payments made to staff members through the payroll system.
5. At the end of each fiscal year, the funds raised by auxiliary organizations which remain in their checking account, are to be turned over to the parish to be used for the operating budget. Auxiliary organizations may retain a small fund balance with which to start their new year. (Diocesan Statute 33.1: The following monies belong to the parish: ... Receipts from all fund raising activities of the parish, school and all parish organizations.)

Accountability is to be maintained by the parish over these groups. On the following page, a sample Income and Expense Statement is presented for an auxiliary organization.



CLUB

(Sample)

Income and Expense Statement  
June 30, 198\_

BEGINNING BALANCE

\$ \_\_\_\_\_

INCOME

Dues

\$ \_\_\_\_\_

Raffle

\_\_\_\_\_

Awards Dinner

\_\_\_\_\_

Miscellaneous

\_\_\_\_\_

Total Income

\$ \_\_\_\_\_

EXPENSE

Raffle Expenses

\$ \_\_\_\_\_

Awards Dinner Expense

\_\_\_\_\_

Funds Transferred to the Parish

\_\_\_\_\_

Refreshments

\_\_\_\_\_

Total Expense

\$ \_\_\_\_\_

BALANCE END OF YEAR

\$ \_\_\_\_\_

**D. FINANCIAL STATEMENTS AND REPORTS**

**1. Parish Financial Statements**

An Income and Expense Statement should be prepared for the parish at least quarterly. Some parishes may prefer to prepare monthly statements.

The periodic Income and Expense Statement should provide the following columns of information:

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT TITLE</u>	<u>CURRENT MONTH ACTUAL</u>	<u>YEAR-TO- DATE ACTUAL</u>	<u>ANNUAL BUDGET</u>
---------------------------	----------------------	-------------------------------------	-------------------------------------	--------------------------

The following columns can be added, at local discretion: *Current Month Budget, Year-to-Date Budget, or Percent of Budget Spent.*

The Assets/Liabilities Statement must be prepared once each year, at the end of the fiscal year. The Pastor and Finance Committee may wish to request this statement more frequently.

**2. Diocesan Report Forms**

Only two financial statements are required by the Diocesan Finance Office; an Income and Expense Statement and an Assets/Liabilities Statement.

The report forms on the following pages are to be completed by August 1st of each year and sent to the Finance Office.

- Additional copies of the forms can be obtained from the Finance Office.
- Information on the Diocesan Income and Expense Statement is to be taken directly from the parish financial statement. The Diocesan report forms have the identical format as the church chart of accounts. Information should transfer directly from one source to the other.

PARISH NAME \_\_\_\_\_  
 CITY \_\_\_\_\_

DIOCESE OF SCRANTON

INCOME AND EXPENSE STATEMENT  
 Fiscal Year Ending June 30, 19\_\_

SUMMARY

	<u>Current Month</u>	<u>YTD</u>
<u>GENERAL FUND REVENUES</u>		
101 Collections	_____	_____
102 Religious Education Program	_____	_____
104 Fund Raising/Development	_____	_____
105 Other Income	_____	_____
TOTAL GENERAL FUND REVENUE	_____	_____
109 NON OPERATING INCOME	_____	_____
TOTAL GENERAL FUND & NON OPERATING INCOME (A)	=====	=====
<u>GENERAL FUND EXPENDITURES</u>		
110 Administration	_____	_____
120 Rectory Expense	_____	_____
130 Liturgy	_____	_____
140 Religious Education Program	_____	_____
150 Social Justice Program	_____	_____
160 Operation & Maintenance of Plant	_____	_____
170 Fixed Expense	_____	_____
190 Debt Service	_____	_____
195 Capital Outlays	_____	_____
TOTAL GENERAL FUND EXPENDITURES	_____	_____
199 <u>NON OPERATING EXPENSE</u>	_____	_____
TOTAL GENERAL FUND & NON OPERATING EXPENSE (B)	_____	_____
CASH INCREASE (DECREASE) (A-B)	_____	_____
*CASH BEGINNING BALANCE	_____	_____
*CASH ENDING BALANCE	=====	=====

\*PARISH CHECKING & SAVINGS UTILIZED IN OPERATIONS

PARISH NAME \_\_\_\_\_  
 CITY \_\_\_\_\_

DIOCESE OF SCRANTON

INCOME AND EXPENSE SCHEDULE  
 Fiscal Year Ending June 30, 19\_\_

<u>GENERAL FUND REVENUES</u>		<u>Current Month</u>	<u>YTD</u>
<u>101</u>	<u>COLLECTIONS</u>		
101-10	Loose	_____	_____
101-20	Offertory Envelopes	_____	_____
101-30	Mission Church Envelopes	_____	_____
101-40	Special Envelopes	_____	_____
	Total Collections (101)	_____	_____
<u>102</u>	<u>RELIGIOUS EDUC. PGM. INCOME</u>		
102-10	Christian Education Fees	_____	_____
102-20	Adult Education Fees	_____	_____
102-30	Student Activity Fees	_____	_____
102-40	Other Rel. Ed. Income	_____	_____
	Total Rel. Ed. Pgm. (102)	_____	_____
<u>104</u>	<u>FUND RAISING DEVELOPMENT</u>		
104-10	Gifts/Donations	_____	_____
104-20	Bequests and Memorials	_____	_____
104-30	Parish Activities	_____	_____
104-40	Parish Societies	_____	_____
104-50	Parish Revenue-Dioc. Appeals	_____	_____
	Total Fund Raising Devel. (104)	_____	_____
<u>105</u>	<u>OTHER INCOME</u>		
105-10	Rental of Facilities	_____	_____
105-20	Insurance Refunds	_____	_____
105-30	Interest Income	_____	_____
105-40	Sale of Surplus Eqpt./Furn.	_____	_____
105-60	Miscellaneous Income	_____	_____
	Total Other Income (105)	_____	_____
	TOTAL GENERAL FUND REVENUES	_____	_____
<u>109</u>	<u>NON OPERATING INCOME</u>		
109-10	Transfers-Designated Fund Accts.	_____	_____
109-20	Transfers Savings Accts.	_____	_____
109-30	Loans from Diocese	_____	_____
109-40	Diocesan Subsidy	_____	_____
109-80	Diocesan Collections	_____	_____
	TOTAL NON OPERATING INCOME (109)	_____	_____
	TOTAL GENERAL FUND & NON OPERATING INCOME	=====	=====

DIOCESE OF SCRANTON

INCOME AND EXPENSE SCHEDULE  
 Fiscal Year Ending June 30, 19\_\_

GENERAL FUND EXPENDITURES

<u>110</u>	<u>ADMINISTRATION</u>	<u>Current Month</u>	<u>YTD</u>
	<u>Salaries</u>		
111-01	Clergy Salaries	_____	_____
111-02	Par. Admin. Bus. Mgr. Salaries	_____	_____
111-03	Clerical Salaries	_____	_____
111-04	Extra Serv. Other Priests	_____	_____
	Total Salaries (111)	_____	_____
	<u>Benefits</u>		
112-10	Employee Insurance Priests	_____	_____
112-20	Employee Insurance Religious	_____	_____
112-30	Employee Insurance Lay	_____	_____
112-40	Payroll Taxes	_____	_____
112-50	Unemployment Compensation	_____	_____
112-60	Retirement/Pension Priests	_____	_____
112-70	Retirement Pension Religious	_____	_____
112-80	Retirement Pension Lay	_____	_____
	Total Benefits (112)	_____	_____
	<u>Other Expenses</u>		
113-11	Auto Allowance	_____	_____
113-15	Computer Service	_____	_____
113-20	Admin. Staff Development	_____	_____
113-25	Dues and Subscriptions	_____	_____
113-30	Conferences and Travel	_____	_____
113-35	Admin. Equipt. and Furn.	_____	_____
113-40	Admin. Equipt. Repairs Maint.	_____	_____
113-45	Postage	_____	_____
113-50	Printing	_____	_____
113-55	Duplicating	_____	_____
113-60	Stationery and Supplies	_____	_____
113-65	Professional Services	_____	_____
113-70	Telephone	_____	_____
113-75	Cathedraticum Assessment	_____	_____
113-80	Villa Saint Joseph	_____	_____
113-85	Clerical Relief Fund	_____	_____
113-95	Miscellaneous Admin. Expense	_____	_____
	Total Other Expenses (113)	_____	_____
	TOTAL ADMINISTRATION (110)	_____	_____

PARISH NAME \_\_\_\_\_  
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DIOCESE OF SCRANTON

INCOME AND EXPENSE SCHEDULE  
 Fiscal Year Ending June 30, 19\_\_

<u>120</u>	<u>RECTORY EXPENSES</u>	<u>Current Month</u>	<u>YTD</u>
	<u>Salaries</u>		
121-01	Hskpr/Cook Salaries	_____	_____
	Total Salaries (121)	_____	_____
	<u>Benefits</u>		
122-20	Employee Insurance Religious	_____	_____
122-30	Employee Insurance Lay	_____	_____
122-40	Payroll Taxes	_____	_____
122-50	Unemployment Compensation	_____	_____
122-70	Retirement Pension Religious	_____	_____
122-80	Retirement Pension Lay	_____	_____
	Total Benefits (122)	_____	_____
	<u>Other Expenses</u>		
123-10	Household Expenses	_____	_____
123-20	Rectory Furnishings and Equip.	_____	_____
123-30	Rectory Repairs Maint.	_____	_____
123-95	Miscellaneous Rectory Expenses	_____	_____
	Total Other Expenses (123)	_____	_____
	TOTAL RECTORY EXPENSES (120)	_____	_____
<u>130</u>	<u>LITURGY</u>		
	<u>Salaries</u>		
131-01	Program Director Salaries	_____	_____
131-02	Musician Salaries	_____	_____
	Total Salaries (131)	_____	_____
	<u>Benefits</u>		
132-20	Employee Insurance Religious	_____	_____
132-30	Employee Insurance Lay	_____	_____
132-40	Payroll Taxes	_____	_____
132-50	Unemployment Compensation	_____	_____
132-70	Retirement Pension Religious	_____	_____
132-80	Retirement Pension Lay	_____	_____
	Total Benefits (132)	_____	_____

PARISH NAME \_\_\_\_\_  
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DIOCESE OF SCRANTON

INCOME AND EXPENSE SCHEDULE  
 Fiscal Year Ending June 30, 19\_\_

<u>LITURGY (continued)</u>		<u>Current Month</u>	<u>YTD</u>
<u>Other Expenses</u>			
132-20	Liturgical Staff Devel.	_____	_____
133-40	Liturgy Equip. Purch. Maint.	_____	_____
133-50	Printed Matls. Missalettes Hymnal	_____	_____
133-60	Sacristy Supplies	_____	_____
133-61	Music Supplies	_____	_____
133-62	Decorations	_____	_____
133-95	Misc. Liturgy Expense	_____	_____
	Total Other Expenses (133)	_____	_____
	<b>TOTAL LITURGY (130)</b>	_____	_____
<u>140</u>	<u>RELIGIOUS EDUC. PROGRAM EXP.</u>		
	<u>Salaries</u>		
141-01	Dir. of Rel. Educ. Salary	_____	_____
141-02	Dir. of Adult Educ. Salary	_____	_____
141-03	Youth Minister Salary	_____	_____
141-04	Teacher Salaries/Stipends	_____	_____
141-05	Clerical Salaries	_____	_____
	Total Salaries (141)	_____	_____
	<u>Benefits</u>		
142-20	Employee Insurance Religious	_____	_____
142-30	Employee Insurance Lay	_____	_____
142-40	Payroll Taxes	_____	_____
142-50	Unemployment Compensation	_____	_____
142-70	Retirement Pension Religious	_____	_____
142-80	Retirement Pension Lay	_____	_____
	Total Benefits (142)	_____	_____

PARISH NAME \_\_\_\_\_  
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DIOCESE OF SCRANTON

INCOME AND EXPENSE SCHEDULE  
 Fiscal Year Ending June 30, 19\_\_

RELIGIOUS EDUC. PROGRAM EXP.  
 (Continued)

		<u>Current Month</u>	<u>YTD</u>
	<u>Other Expenses</u>		
143-11	Auto Allowance	_____	_____
143-20	Staff Development Expense	_____	_____
143-25	Dues and Subscriptions	_____	_____
143-30	Conferences and Travel	_____	_____
143-35	Rel. Ed. Equip. and Furn.	_____	_____
143-40	Rel. Ed. Equip. Repairs/Maint.	_____	_____
143-45	Postage	_____	_____
143-50	Printing	_____	_____
143-55	Duplicating	_____	_____
143-60	Stationery and Supplies	_____	_____
143-70	Telephone	_____	_____
143-90	Hospitality	_____	_____
143-95	Miscellaneous Expense	_____	_____
	Total Other Expenses	(143)	_____
	<u>Instruction Expenses</u>		
144-10	Textbooks and Teaching Supplies	_____	_____
144-20	Audio Visual Supplies/Matls.	_____	_____
144-30	Rel. Educ. Library	_____	_____
144-40	Student Repairs	_____	_____
144-50	Confirmation Expenses	_____	_____
144-60	Student Activities	_____	_____
144-70	Adult Educ. Expenses	_____	_____
144-95	Misc. Instruction Expense	_____	_____
	Total Instruction Expense	(144)	_____
145-00	<u>Youth Ministry Expense</u>	(145)	_____
	TOTAL RELIGIOUS EDUC. EXPENSE	(140)	_____



PARISH NAME \_\_\_\_\_  
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DIOCESE OF SCRANTON

INCOME AND EXPENSE SCHEDULE  
 Fiscal Year Ending June 30, 19\_\_

		<u>Current Month</u>	<u>YTD</u>
<u>150</u>	<u>SOCIAL JUSTICE PROGRAM EXPENSE</u>		
	<u>Salaries</u>		
151-01	Social Justice Pgm. Salaries	_____	_____
	Total Salaries		
		(151)	
	<u>Benefits</u>		
152-20	Employee Insurance Religious	_____	_____
152-30	Employee Insurance Lay	_____	_____
152-40	Payroll Taxes	_____	_____
152-50	Unemployment Compensation	_____	_____
152-70	Retirement Pension Religious	_____	_____
152-80	Retirement Pension Lay	_____	_____
	Total Benefits		
		(152)	
	<u>Other Benefits</u>		
153-10	Parish Pastoral Council	_____	_____
153-20	Peace & Justice Committee	_____	_____
153-30	Stewardship Committee	_____	_____
153-40	Communications Committee	_____	_____
153-50	Evangelism Committee	_____	_____
153-60	Misc. Parish Pgm. Expense	_____	_____
	Total Other Expense		
		(153)	
	TOTAL SOCIAL JUSTICE PGM. EXP.		
		(150)	
<u>160</u>	<u>OPERATION &amp; MAINTENANCE</u>		
	<u>OF PLANT</u>		
	<u>Salaries</u>		
161-01	Maint/Janitorial Salaries	_____	_____
	Total Salaries		
		(161)	
	<u>Benefits</u>		
162-30	Employee Insurance Lay	_____	_____
162-40	Payroll Taxes	_____	_____
162-50	Unemployment Compensation	_____	_____
162-80	Retirement Pension Lay	_____	_____
	Total Benefits		
		(162)	

PARISH NAME \_\_\_\_\_  
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DIOCESE OF SCRANTON

INCOME AND EXPENSE SCHEDULE  
 Fiscal Year Ending June 30, 19\_\_

OPER & MAINT OF PLANT EXP (Continued)		<u>Current Month</u>	<u>YTD</u>
<u>Other Expenses</u>			
163-10	Contracted Janitorial Serv.	_____	_____
163-20	Other Contracted Services	_____	_____
163-31	Electricity	_____	_____
163-32	Heating Fuel	_____	_____
163-33	Water/Sewer	_____	_____
163-40	Plant & Maint Supplies	_____	_____
163-50	Gen. Repairs & Maint.	_____	_____
163-60	Plant Equipment	_____	_____
163-70	Vehicles	_____	_____
163-95	Misc. Plant Oper. Expense	_____	_____
	Total Other Expenses	(163)	_____
	TOTAL OPER & MAINT OF PLANT	(160)	_____
<u>170</u>	<u>FIXED EXPENSES</u>		
170-30	Diocesan Self Insured Program	_____	_____
170-40	Other Insurance	_____	_____
170-80	Taxes	_____	_____
170-90	Rental of Facilities/Equip.	_____	_____
	TOTAL FIXED EXPENSES	(170)	_____
<u>190</u>	<u>DEBT SERVICE</u>		
190-10	Interest Expense	_____	_____
190-20	Principal Payments	_____	_____
	TOTAL DEBT SERVICE	(190)	_____
<u>195</u>	<u>CAPITAL OUTLAYS</u>		
195-10	Major Rep. & Improve. Bldgs.	_____	_____
195-20	Major Rep. & Improve. Site	_____	_____
195-30	New Construction	_____	_____
	TOTAL CAPITAL OUTLAYS	(195)	_____
	TOTAL GENERAL FUND EXPENDITURES	_____	_____

PARISH NAME \_\_\_\_\_  
 CITY \_\_\_\_\_

DIOCESE OF SCRANTON

INCOME AND EXPENSE SCHEDULE  
 Fiscal Year Ending June 30, 19\_\_

<u>199</u>	<u>NON OPERATING EXPENSE</u>	<u>Current Month</u>	<u>YTD</u>
199-10	Transfers to Desig Fund Accts.	_____	_____
199-20	Transfers to Savings Acct.	_____	_____
199-30	Subsidy Parish Elem. School	_____	_____
	Operating Envelopes	_____	_____
199-40	Subsidy Parish Elem. School	_____	_____
	Fund Raising	_____	_____
199-50	Sub. Interparochial Elem. Sch.	_____	_____
199-60	Subsidy Non Parish Elem. School	_____	_____
199-70	Subsidy High School	_____	_____
199-80	Diocesan Collections Transmittals	_____	_____
	TOTAL NON OPERATING EXPENSE (199)	_____	_____
	TOTAL GENERAL FUND AND NON OPERATING EXPENSE	=====	=====

Assets/Liabilities Statement

The Assets/Liabilities Statement is a less comprehensive statement than a Balance Sheet, but contains some figures which would be included in a typical Balance Sheet. The purpose of this statement is to show the assets and liabilities of the parish. Definitions of Asset and Liability accounts are shown on page 33.

The Assets/Liabilities Statement Form is to show the amount of specific assets and liabilities on June 30th. Some of the amounts can simply be taken from the balance in checking accounts or savings accounts on that date. Several others can be arrived at by running a tape total on June 30th. For example:

55010 Accounts Payable

Run a tape total of all outstanding bills as of June 30th.

Some parishes may have qualified bookkeepers and accountants who wish to do double entry accounting and prepare a complete Balance Sheet. All parishes are encouraged to do so, but need submit only the Assets/Liabilities Statement to the Diocesan Finance Office.

