DEFINITIONS

ASSETS

100  **Cash in Bank – Unrestricted Accounts**

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

103  **Cash in Bank – Fundraising Accounts**

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

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

121  **Accounts Receivable – Other**

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

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

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

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

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

130 Funds on Deposit

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

140 Deposits/Prepaid Expenses

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

150 Petty Cash

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

160 Advances/Loans

Advances and loans due to the school.

165 Scrip Inventory

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

170 Fixed Assets

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

171 Land and Improvements (Religious Exemption)

Land and improvements used for religious purposes.

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

Land owned by Church but not used for Religious purposes.

173 Buildings and Improvements

Buildings and related improvements related to the school.

176 Furniture and Equipment

Furniture and equipment owned by School.
Accumulated Depreciation (#1803-1805)
For complete instructions, see Diocese of San Diego Asset Capitalization Procedure

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

LIABILITIES

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

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

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

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

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

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

Debt with Parish – Short term and long term
All school debt with the parish whether short term or long term to be recorded in this account. Sub-accounts for each specific type of loan will aid in cash planning.
Special Collections
Amounts collected and payments to the appropriate charities are recorded in these accounts (See chart of accounts). A subaccount for each collection is encouraged to aid in reconciliation and reporting.

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

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

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

EQUITY

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

Fund Balance or Retained Earnings - Do not post to this account
Net Income (System Account QuickBooks)
Ordinary School Receipts

406 Donations – Unrestricted
Funds received by the school designated to be used for the needs of the school as determined by the pastor and principal.

411 Donations – Restricted
Funds received by the school that are restricted by the donors to be used only for an extraordinary purpose within the fiscal year. Donations for tuition assistance should be recorded under the Tuition section with account #4312.

431 Tuition Income – Header only. DO NOT USE
Tuition income for school/preschool are expected to be booked in full in separate sub accounts. Tuition discounts are expected to be booked as a contra within separate sub accounts to help track total tuition income to be received by school.

432 Registration and Fees
Registrations and Fees use separate sub-accounts to track school and preschool revenues.

433 Extended Day Care
Extended Day Care fees use separate sub-accounts to track school and preschool.

435 Fundraising
Funds raised from various fund raising events, sub accounts can be created for major school fundraisers, PTG activities and scrip sales. Costs associated with these activities should be netted in the income accounts.

438 Student Activities Funds
Money collected for various student activities. Athletics and Student Council fees should be recorded in this category, use sub-accounts as necessary. Note Food Service income was moved to this section.

439 Parish Subsidy
Funds provided by the parish directly to the school from general parish revenues.

440 Diocese Subsidy
Funds provided by the Diocese for the general operation of the school including the ACE grant.

441 Miscellaneous Income
Late fees, used uniform fees, library fees, return check charges, bank interest (not FOD).
ORDINARY EXPENSE

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

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

520 Fringe Benefits – HEADER – DO NOT USE
5201 Taxes/Fringe - Social Security and Medicare - IOI Payroll Debit, Diocese debits 15th and 30th of each month for Unemployment Insurance, Worker’s compensation insurance, Group Life, AD&D, and Long-Term Disability insurances, EAP benefit and any Garnishments (pass through)
5202 Pension Expense- Employee Pension Plan is currently 12% of total salary for all eligible employees working at least 20 or more hours per week. 403B deductions and IOI payroll debit (pass through)
5203 Medical, Dental and Other Ins- SD Health Debit 30th of each month for the total cost and employees portion withheld each payroll period by IOI

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

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

Textbooks
K-8 - all textbooks, consumable and non-consumable, sub accounts could be used to track the different categories of expenses.

Technology
5460 Software - Costs associated with computer network software, anti-virus, program licensing fees and software purchases
5461 Hardware - Computers, printers, modems and other hardware Note: if a computer purchase includes pre-loaded software record the entire purchase as hardware.
5462 Other - Other costs associated with installing, maintaining and troubleshooting computers, networks, webpages etc.

Principal's Discretionary
Expenditures not to exceed $2,000 authorized by the principal for expenses not specifically budgeted in another category.

Advertising, Promotion and Public Relations
Expenses incurred for school advertising, promotion, public relations and marketing.

Utilities
5501 Gas & Electric
5502 Gas only
5503 Water & Sewer
5504 Waste Removal

Repairs & Maintenance
5601 Repairs & Maintenance
   56011 Maintenance Contracts – Monthly pest control, landscaping, fire extinguisher, HVAC maintenance etc., janitorial service
   56012 Recurring Repairs & Maintenance – Repairs and maintenance that recurs (i.e. carpet cleaning, grease trap, classroom painting, etc.)
   56013 Non-Recurring Repairs & Maintenance – unexpected repairs (i.e. A/C or heating repair)
   56014 Maintenance Supplies – Keys, locks, paint etc.
5602 Janitorial Supplies – Paper products, cleaning supplies etc.

Insurance
5710 Student Accident Insurance (billed by parish)
5711 School Plant Insurance (billed by parish)
5712 Preschool Plant Insurance (billed by parish)

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

Rent Expense
Any rental expense paid by the school

OTHER INCOME

Interest Income - FOD

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

OTHER EXPENSE

Bad Debt Expense
Provision for uncollectible tuition to be written off by school. See Diocese of San Diego - Accounts Receivable procedure

Assistance to Other Schools
Funds paid to other schools for assistance

Depreciation Expense
For complete instructions, see Diocese of San Diego Asset Capitalization Procedure

Prior Year Adjustments DO NOT USE
Diocesan Use only. Please do not post to this account.