

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
<b>ASSETS</b>		
<b>Cash</b>		
1001	Petty Cash	10010
1002	Cash In Bank - Operating	10020
1003	Cash in Bank - Mass Stipend	10030
1004	Cash in Bank - St. Vincent De Paul	10035
1021	Savings In DOEP Inv. Trust - A	10210
1022	Savings In DOEP Inv. Trust - B	10220
1023	Savings In DOEP Inv. Trust - C	10230
1024	Savings in DOEP Inv. Trust - D	10240
1029	Building Fund Savings in DOEP Inv Trust	10290
1030	Cash Clearing Account	10300
<b>Other Receivables</b>		
1304	Receivables	13040
1305	Return Checks Receivable	13050
1307	Payroll Advances	13070
1308	Grants Receivable	13080
1314	Insurance Receivable	13140
1321	Progress Rebate Receivable	13210
<b>Prepaid Expenses</b>		
1401	Prepaid Expenses	14010
<b>Loan Receivable</b>		
1651	Loan Receivable (Related Party)	16510
<b>Plant, Property and Equipment</b>		
1705	Land Held For Future Use	17050
1710	Land	17100
1712	Land Improvements	17120
1715	Buildings	17150
1720	Building Contents	17200
1721	Books	17210
1725	Vehicles	17250
1730	Equipment	17300
1735	Other Assets	17350
1770	Construction in progress	17700

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
---------------------	--------------	------------

### LIABILITIES

<b>Accounts Payable</b>		
2001	Accounts Payable	20010
2004	FICA Withholding - Employee Share	20040
2005	FICA Withholding - Employer Share	20050
2006	Federal Income Tax Withholding	20060
2007	Medicare - Employee Share	20045
2008	Medicare - Employer Share	20055
2011	Health Insurance Premiums Payable	20110
2013	P/R Deduction - 403B Retirement Plan	20130
2014	P/R Deduction - Medical Insurance	20140
2015	P/R Deduction - Life Insurance	20150
2016	P/R Deduction -125 Plan	20160
2017	P/R Deduction - United Way	20170
2018	Wages/Salaries Payable	20180
2019	Other Payroll Withholdings	20190
2026	Insurance Claim Reimbursement	20260
2061	Interest Pay.-Std. Loan (Catholic Properties) - A	20610
2062	Interest Pay.-Std. Loan (Catholic Properties) - B	20620
2063	Interest Pay.-Std. Loan (Catholic Properties) - C	20630
2081	Interest Pay.-Std. Loan (DOEP Inv. Trust) - A	20810
2082	Interest Pay.-Std. Loan (DOEP Inv. Trust) - B	20820
2083	Interest Pay.-Std. Loan (DOEP Inv. Trust) - C	20830
2091	Interest Pay.-Std. Loan (Bank Note) - A	20910
2092	Interest Pay.-Std. Loan (Bank Note) - B	20920
2093	Interest Pay.-Std. Loan (Bank Note) - C	20930
2099	Other Payables	20990
<b>Assessments Payable</b>		
2210	Diocesan Assessment Payable (Cathedraticum)	22100
2220	DP Software Support Assessment Payable	22200
2250	Insurance Assessment Payable	22500
<b>Funds Held For Others</b>		
2301	Catholic University	23010
2302	Catholic Home Missions Appeal	23015
2303	Peter's Pence	23030
2304	Latin America	23035
2305	Eastern European Church	23055
2306	Operation Rice Bowl	23060
2307	Black and Indian Missions	23040
2308	Retirement For Religious	23080

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
2309	Campaign for Human Development	23045
2310	Communications	23065
2311	Holy Land	23050
2312	Propagation of the Faith	23020
2313	Catholic Relief	23025
2314	Holy Childhood Association	23070
2315	Church of Africa Solidarity Fund	23075
2316	Archdiocese for the Military Service	23115
2318	Mission Cooperative Program	23170
2320	Major Seminarians	23150
2321	Lenten Folders	23140
2322	Vocations	23160
2323	Diocesan Home Missions	23130
2325	Honduras - Choluteca Solidarity	23090
2328	Diocesan Special Collection	23100
2329	Diocesan Priest Retirement	23085
2330	Disasters Collections	23095
2350	Mission Restoration Fund	23220
2351	Diocesan Progress Drive	23310
2352	Youth Group	23320
2353	St. Vincent De Paul Society	23330
2354	Altar Society	23340
2360	Stole Fees - Non Parish Share	23380
2361	Stole Fees - Diocesan Share	23385
2362	Mass Stipends	23390
2371	Custodian Fund - A	23410
2372	Custodian Fund - B	23420
2373	Custodian Fund - C	23430
2374	Custodian Fund - D	23440
2375	Custodian Fund - E	23450
2376	Custodian Fund - F	23460
2377	Custodian Fund - G	23470
2378	Custodian Fund - H	23480
2379	Custodian Fund - I	23490
2380	Custodian Fund - J	23500
2381	Custodian Fund - K	23510
2382	Custodian Fund - L	23520
2383	Custodian Fund - M	23530
2384	Custodian Fund - N	23540
2385	Custodian Fund - O	23550
2386	Custodian Fund - P	23560
2387	Custodian Fund - Q	23570

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
<b>Deferred Income</b>		
<b>2440</b>	Deferred Income - A	24400
<b>2441</b>	Deferred Income - B	24410
<b>2442</b>	Deferred Income - C	24420
<b>2443</b>	Deferred Income - D	24430
<b>2444</b>	Deferred Income - E	24440
<b>Loans Payable</b>		
<b>2651</b>	Std. Loan Pay. (Related Party)	26510
<b>2661</b>	Std. Loan Pay. (Catholic Properties) - A	26610
<b>2662</b>	Std. Loan Pay. (Catholic Properties) - B	26620
<b>2663</b>	Std. Loan Pay. (Catholic Properties) - C	26630
<b>2671</b>	Non-Interest Bearing Loan Pay. - A	26710
<b>2672</b>	Non-Interest Bearing Loan Pay. - B	26720
<b>2673</b>	Non-Interest Bearing Loan Pay. - C	26730
<b>2681</b>	Std. Loan Pay. (DOEP Inv. Trust) - A	26810
<b>2682</b>	Std. Loan Pay. (DOEP Inv. Trust) - B	26820
<b>2683</b>	Std. Loan Pay. (DOEP Inv. Trust) - C	26830
<b>2691</b>	Std. Loan Pay. (Bank Note) - A	26910
<b>2692</b>	Std. Loan Pay. (Bank Note) - B	26920
<b>2693</b>	Std. Loan Pay. (Bank Note) - C	26930
<b>FUND BALANCE</b>		
<b>3010</b>	Undesignated Fund Balance - Beg. Year	30100
<b>3650</b>	Designated Fund Balance - Building Fund	36500
<b>3750</b>	Permanent Restricted Fund	37510
<b>3770</b>	Permanent Restricted Endowment	37710
<b>3999</b>	Temporary Undesignated Fund Balance	39990

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
---------------------	--------------	------------

### INCOME

#### Grant Income

<b>4001</b>	Kenedy Foundation Grants	40010
<b>4002</b>	American Board of Catholic Missions Grants	40020
<b>4003</b>	Catholic Extension Society Grants	40030
<b>4011</b>	Parish / School Subsidy	40110
<b>4012</b>	Diocesan Subsidy	40120
<b>4021</b>	Progress Corp. Grants	40210
<b>4040</b>	Scholarships / Financial Aid	40400
<b>4080</b>	Endowment Distribution	40800
<b>4099</b>	Other Grants	40990

#### Contributions

<b>4200</b>	Sunday & Holy Day Collections	42002
<b>4201</b>	Other Donations & Contributions - Parishioners	42010
<b>4202</b>	Donations & Contributions - Non-parishioners	42020
<b>4210</b>	Building Fund Income - Current Project	42100
<b>4211</b>	Building Fund Income - Future Project	42110
<b>4212</b>	Building Fund Income - Debt Reduction	42120
<b>4221</b>	Special Collection Income	42210
<b>4288</b>	Progress Rebate	42880
<b>4299</b>	Other Contributions	42990

#### Fee Income

<b>4313</b>	Form Fees	43130
<b>4314</b>	Conference Fees	43140
<b>4315</b>	Workshop Fees	43150
<b>4356</b>	Stole Fees	43560
<b>4359</b>	Client Service Fees	43590
<b>4399</b>	Other Fee Income	43990

#### Program Income

<b>4531</b>	Cemetery Income	45310
<b>4541</b>	Bingo Proceeds	45410
<b>4542</b>	Annual Festival	45420
<b>4543</b>	Books/Pamphlets/Supplies for Resale	45430
<b>4551</b>	Fundraising Program A	45510
<b>4552</b>	Fundraising Program B	45520
<b>4553</b>	Fundraising Program C	45530
<b>4554</b>	Fundraising Program D	45540
<b>4555</b>	Fundraising Program E	45550
<b>4556</b>	Fundraising Program F	45560

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
4557	Fundraising Program G	45570
4558	Fundraising Program H	45580
4559	Fundraising Program I	45590
4560	Fundraising Program J	45600
4561	Fundraising Program K	45610
4562	Fundraising Program L	45620
4563	Fundraising Program M	45630
4564	Fundraising Program N	45640
4565	Fundraising Program O	45650
4566	Fundraising Program P	45660
4567	Fundraising Program Q	45670
4568	Fundraising Program R	45680
4569	Fundraising Program S	45685
4570	Fundraising Program T	45690
4571	Fundraising Program U	45695
4572	Fundraising Program V	45700
4573	Fundraising Program W	45705
4574	Non Fundraising Program A	45710
4575	Non Fundraising Program B	45715
4576	Non Fundraising Program C	45720
4577	Non Fundraising Program D	45725
4578	Non Fundraising Program E	45730
4579	Non Fundraising Program F	45735
4580	Non Fundraising Program G	45740
4581	Non Fundraising Program H	45745
4582	Non Fundraising Program I	45750
4583	Non Fundraising Program J	45755
4584	Non Fundraising Program K	45760
4585	Non Fundraising Program L	45765
4586	Non Fundraising Program M	45770
4587	Non Fundraising Program N	45775
4588	Non Fundraising Program O	45780
4589	Non Fundraising Program P	45785
4590	Non Fundraising Program Q	45790
4591	Non Fundraising Program R	45795
4592	Non Fundraising Program S	45800
4593	Non Fundraising Program T	45805
4594	Non Fundraising Program U	45810
4595	Non Fundraising Program V	45815
4596	Non Fundraising Program W	45820
4597	Non Fundraising Program X	45825
4598	Non Fundraising Program Y	45830
4599	Non Fundraising Program Z	45835

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
<b>Interest Income</b>		
4714	Interest Inc. on Checking Account	47140
4721	Interest Inc. on Savings in DOEP Inv. Trust - A	47210
4722	Interest Inc. on Savings in DOEP Inv. Trust - B	47220
4723	Interest Inc. on Savings in DOEP Inv. Trust - C	47230
4724	Interest Inc. on Savings in DOEP Inv. Trust - D	47240
4729	Interest Inc. on Bldg Fund Savings in Inv. Trust	47290
4751	Interest Inc. on Std. Loan (Related Party)	47510
<b>Other Income</b>		
4921	Rental Property Income	49210
4922	Facility Use Income	49220
4980	Gain on Sale of Land	49800
4981	Gain on Sale	49810
4990	Other Income	49990
4995	Income - Error Account	49995

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
---------------------	--------------	------------

### EXPENSES

<b>Salaries Expense</b>		
5001	Clergy Salaries	50010
5002	Religious Salaries	50020
5003	Deacons Salaries	50030
5011	Lay Administrator / Director / Principal	50110
5012	Lay Assistant / Aide Salaries	50120
5013	Program Coordinator Salaries	50130
5014	Program Director Salaries	50140
5015	Clerical Salaries	50150
5030	Maintenance Salaries	50300
5031	Housekeeping Salaries	50310
5061	Grant Development Salaries	50610
5062	Stewardship Coordinator Salaries	50620
<b>Benefits Expense</b>		
5100	FICA - Employer Share	51010
5101	Medicare - Employer Share	51015
5102	Workmen's Comp.	51020
5103	Medical Insurance - Employer Share	51030
5110	Bonuses	51100
5114	Pension Expense - Clergy	51140
5115	Pension Expense - Religious	51150
5116	Pension Expense - Lay	51160
5130	Clergy/Religious Food & Supplies	51300
5134	Clergy/Religious Living Allowance	51340
5140	Continuing Education	51400
5199	Other Payroll Related Costs	51990
<b>Maintenance &amp; Operating Expense</b>		
5201	Repairs & Maintenance - Excluding Vehicles	52010
5202	Custodial Supplies	52020
5203	Maintenance Supplies	52030
5210	Equipment Rentals - Operating Leases	52100
5211	Rental Property - Operating Leases	52110
5212	Facility & Property Rentals	52120
5220	Maintenance Contracts	52200
5221	Security Services	52210
5222	Yard & Landscaping Services	52220
5230	Electricity	52300
5231	Water/Sewage	52310
5232	Natural Gas	52320



## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
5233	Basic Telephone Service	52330
5234	Cable Television	52340
5241	City Permits	52410
5244	Property Taxes	52440
5245	Irrigation Water Rights	52450
5250	Depreciation Exp. - Buildings	52500
5255	Depreciation Exp. - Building Contents	52550
5260	Depreciation Exp. - Vehicles	52600
5265	Depreciation Exp. - Equipment	52650
<b>General and Administrative Expense</b>		
5301	Professional Fees	53010
5312	Supplies	53120
5313	Postage	53130
5314	Printing	53140
5315	Materials, Books & Subscriptions	53150
5325	Long Distance Telephone	53250
5326	Cellular Phone	53260
5327	Internet Connection	53270
5333	Public Relations/Advertising	53330
5334	Hospitality/Entertainment	53340
5335	Dues	53350
5351	Books	53510
5352	Computer Software	53520
5375	Mass Stipends - Visiting Clergy	53750
5376	Stipends - Seminarians	53760
5377	Stipends - Others	53770
<b>Program Expense</b>		
5401	Newsletter / Bulletin	54010
5404	Retreat Fees	54040
5405	Conference Fees	54050
5406	Workshops	54060
5407	Lecturer/Speaker Fees	54070
5408	Musician Fees	54080
5431	Cemetery Expenses	54310
5441	Bingo Expenses	54410
5442	Annual Festival	54420
5443	Books/Pamphlets/Supplies for Resale	54430
5451	Fundraising Program A	54510
5452	Fundraising Program B	54520
5453	Fundraising Program C	54530
5454	Fundraising Program D	54540

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
5455	Fundraising Program E	54550
5456	Fundraising Program F	54560
5457	Fundraising Program G	54570
5458	Fundraising Program H	54580
5459	Fundraising Program I	54590
5460	Fundraising Program J	54600
5461	Fundraising Program K	54610
5462	Fundraising Program L	54620
5463	Fundraising Program M	54630
5464	Fundraising Program N	54640
5465	Fundraising Program O	54650
5466	Fundraising Program P	54660
5467	Fundraising Program Q	54670
5468	Fundraising Program R	54680
5469	Fundraising Program S	54685
5470	Fundraising Program T	54690
5471	Fundraising Program U	54695
5472	Fundraising Program V	54700
5473	Fundraising Program W	54705
5474	Non Fundraising Program A	54710
5475	Non Fundraising Program B	54715
5476	Non Fundraising Program C	54720
5477	Non Fundraising Program D	54725
5478	Non Fundraising Program E	54730
5479	Non Fundraising Program F	54735
5480	Non Fundraising Program G	54740
5481	Non Fundraising Program H	54745
5482	Non Fundraising Program I	54750
5483	Non Fundraising Program J	54755
5484	Non Fundraising Program K	54760
5485	Non Fundraising Program L	54765
5486	Non Fundraising Program M	54770
5487	Non Fundraising Program N	54775
5488	Non Fundraising Program O	54780
5489	Non Fundraising Program P	54785
5490	Non Fundraising Program Q	54790
5491	Non Fundraising Program R	54795
5492	Non Fundraising Program S	54800
5493	Non Fundraising Program T	54805
5494	Non Fundraising Program U	54810
5495	Non Fundraising Program V	54815
5496	Non Fundraising Program W	54820
5497	Non Fundraising Program X	54825

## CHART OF ACCOUNTS

ParishSoft Acct#	Account Name	Old Acct #
5498	Non Fundraising Program Y	54830
5499	Non Fundraising Program Z	54835
	<b>Transportation Expense</b>	
5501	Auto Maintenance & Repairs	55010
5502	Fuel	55020
5503	License & Registration Fees	55030
5508	Auto Insurance Fees	55080
5509	Clergy / Religious Auto Allowance	55090
5530	Mileage Allowance - in Diocese	55300
5532	Meals - In Diocese	55320
5533	Lodging - In Diocese	55330
5560	Air Transportation	55600
5561	Other Transportation - Outside of Diocese	55610
5562	Meals - Outside of Diocese	55620
5564	Lodging - Outside of Diocese	55640
	<b>Contributions</b>	
5611	Parish / School Subsidy	56110
5612	Subsidies / Grants to Related Parties	56120
5613	Subsidies / Grants to Third Parties	56130
5630	Donations	56300
5640	Financial Aid and Scholarships	56400
	<b>Interest Expense</b>	
5751	Interest Exp.- Std. Loan (Related Party)	57510
5761	Interest Exp.- Std. Loan (Cath. Properties) - A	57610
5762	Interest Exp.- Std. Loan (Cath. Properties) - B	57620
5763	Interest Exp.- Std. Loan (Cath. Properties) - C	57630
5781	Interest Exp.-Std. Loan (DOEP Inv. Trust) - A	57810
5782	Interest Exp.-Std. Loan (DOEP Inv. Trust) - B	57820
5783	Interest Exp.-Std. Loan (DOEP Inv. Trust) - C	57830
5791	Interest Exp.- Std. Loan (Bank Note) - A	57910
5792	Interest Exp.- Std. Loan (Bank Note) - B	57920
5793	Interest Exp.- Std. Loan (Bank Note) - C	57930
	<b>Assessments Expense</b>	
5810	Diocesan Assessment (Cathedraticum )	58100
5820	DP Software Support Assessment	58200
5850	Property Insurance Assessment	58500
	<b>Other Expenses</b>	
5925	Bank Service Fees & Adjustments	59250

## CHART OF ACCOUNTS

<b>ParishSoft Acct#</b>	<b>Account Name</b>	<b>Old Acct #</b>
<b>5951</b>	Loss on Sale / Disposition of Assets	59510
<b>5980</b>	Prior Period Adjustments	59800
<b>5985</b>	Bad Debt Expense	59900
<b>5990</b>	Other Expenses	59990
<b>5995</b>	Expense - Error Account	59995

DEPARTMENT LISTING			
Dept #	ParishSoft Dept	Department	Purpose
0	.00P	Balance Sheet Accounts	Used for accounts 1XXXX - 3XXXX
1	.00PGA	General & Administrative	Used to record income and expenses related to the general administration of the parish.
2	.00PPM	Plant & Maintenance	Used to record income and expenses related to the maintenance and operation of the parish plant.
3	.00PRE	Religious Education	Used to record income and expenses related to the parish's religious education program.
4	.00PL	Liturgical	Used to record income and expenses related to worship services.
5	.00PSS	Social Services	Used to record income and expenses related to assistance to the community.
16	.00PBG	Gift Shop / Bookstore	Used to record income and expenses related to gift shop/bookstore operations.

ParishSoft Account Number Format		
Account Number	Account Name	Shortcut number
A-1-10-1021-00	Savings In DOEP Inv. Trust - A	1021.00P
L-1-22-2210-00	Diocesan Assessment Payable	2210.00P
N-1-30-3999-00	Temporary Undesignated Fund Balance	3999.00P
I-1-42-01-4200-00	Sunday & Holy Day Collections	4200.00PGA
E-1-53-03-5315-00	Materials Books & Subscriptions	5315.00PRE

**Account Number components**

Account Type            A - Asset, L - Liability, N - Net Assets, I - Income, E - Expense  
 Entity                    1 - Parish, 2 - Elementary School, 3 - High School  
 Category                10 - Cash, 22 - Assessments Payable, 42 - Contributions, 53 - General & Administrative Expense  
 Department            See above (not used in balance sheet accounts)  
 Account Number        See Chart of Accounts  
 Sub Account            Not being used at this time for parishes