ARCHDIOCESE OF BALTIMORE
UNIFORM SYSTEM OF ACCOUNTING

SCHOOL CHART OF ACCOUNTS
ASSETS, LIABILITIES, & EQUITY ACCOUNTS

1000 ASSETS

1100 Cash and Marketable Securities
- 1110 Operating Checking
- 1120 Payroll Checking
- 1130 Related Organizations' Checking/Savings Accounts
- 1145 Capital Campaign Checking
- 1150 Savings/Money Market Bank Accounts
- 1160 Certificates of Deposit
- 1170 Cash on Deposit with the Interparish Loan Fund
- 1190 Petty Cash

1200 Receivables
- 1210 Tuition and Fee Receivable
- 1220 Loans Receivable
- 1260 Accounts Receivable
- 1290 Reserve for Uncollectable Accounts

1300 Prepaid Assets & Deposits
- 1310 Prepaid Assets
- 1315 Deposits

1400 Long - Term Investments
- 1401 Long-Term Investment- Capital
- 1402 Long-Term Investment- Other

1500 Endowment Investments
- 1501 Catholic Community Foundation Endowment
- 1502 Endowments – Other

1600 Property, Plant, and Equipment (Fixed Assets)
- 1610 Land
- 1615 Building and Land Improvements
- 1620 Buildings
- 1640 Computers & Computer Equipment
- 1650 Furniture & Equipment
- 1660 Fine Arts
- 1670 Vehicles
- 1720 Accumulated Depreciation – Buildings (35 yrs)
- 1730 Accumulated Depreciation – Building & Land Improvements (15 yrs)
- 1740 Accumulated Depreciation – Computers & Computer Equipment (3 yrs)
- 1750 Accumulated Depreciation – Furniture & Equipment (8 yrs)
- 1770 Accumulated Depreciation – Vehicles (5 yrs)

1900 Other Assets
1910 Other Assets

2000 LIABILITIES

2100 Accounts Payable
2110 Accounts Payable

2200 Exchange/Agency Accounts
2210 Exchange/Agency
2230 Related Organizations' Checking/Savings Accounts Liability
2290 Inter-company Due To/Due From

2300 Unearned Income
2310 Unearned Tuition
2320 Unearned Fees
2330 Other Advanced Payments
2340 Unearned Grant Income

2400 Accrued Liabilities
2410 Accrued Liabilities

2500 Payroll Liabilities
2505 Payroll Suspense
2510 Payroll Withholdings - Social Security and Medicare
2520 Payroll Withholdings - Federal Income Tax
2530 Payroll Withholdings - State Income Tax
2550 Payroll Withholdings - 403B Plan
2560 Payroll Withholdings - Garnishments
2590 Accrued Salaries
2593 Accrued Employee FICA and Medicare Taxes
2595 Accrued Vacation Payable

2800 Notes & Loans Payable
2810 Notes Payable – IPLF Loan from Archdiocese
2820 Notes Payable to Bank
2830 Other Debt Payable to Archdiocese
2840 Notes Payable – Other

3000 Net Assets
3110 Unrestricted Net Assets
3120 Unrestricted Net Assets - Designated
3210 Temporarily Restricted Net Assets
3310 Permanently Restricted Net Assets

ARCHDIOCESE OF BALTIMORE
UNIFORM SYSTEM OF ACCOUNTING

SCHOOL CHART OF ACCOUNTS
INCOME AND EXPENSE ACCOUNTS

INCOME

4000 Tuition, Net of Discounts and Aid

4010 Gross Tuition
4011 Tuition – Special Programs
4012 Tuition – Daycare Program
4013 Tuition - Other Faiths Surcharge
4020 Past Year's Tuition

Discounts and Aid

4010.01 Multi-Student Discount
4010.02 Faculty & Staff Discount
4010.03 Early Pay Discount
4010.04 Military Discount
4010.05 Other Discount
4010.06 Catholic Family Discount
4010.10 Archdiocesan Grant & Aid
4010.11 Parish Grant & Aid
4010.12 State Funded Tuition Assistance
4010.13 External Foundation Grant & Aid
4010.14 Endowment Funded Grant & Aid
4010.15 Other Externally Funded Grant & Aid
4010.20 Operations Funded Grant & Aid
4010.21 Unplanned – Emergency Grant & Aid

Financial Aid Income

4222 Partners in Excellence
4223 Children's Scholarship Fund
4231 *Archdiocesan School Fund*
4233 *Endowment Distributions for Grant & Aid*
4234 Foundation Tuition Assistance
4236 Parish Tuition Assistance
4237 Other External Grant & Aid
4238 State Funded Tuition Assistance

4100 Fee Income

4110 Book Use Fees
4120 Registration Fees
4130 Other Fees
4140 Student Service Fees - Archdiocesan

4200 Development and Grant Income

4210 Annual Appeal/Annual Gifts
4221 Grant Income

4230 Parish Subsidy
4240 Archdiocesan School Fund Grant/Subsidy
4250 Unrestricted Gift, Donation, and Bequest Income
4252 Collection for Charitable Purpose
4260 Fundraiser Income, Net

4400 Investment Income (New Group of Accts)
4410 Interest and Dividend Income – Operating Accounts
4420 Interest and Dividend Income – Non-Operating Accounts
4430 Interest and Dividend Income – School Endowment
4440 Interest and Dividend Income – Restricted Endowment
4490 Realized Gain/(Loss) on Investments
4495 Unrealized Gain/(Loss) on Investments

Other Income Sources
4271 Contributed Services of Religious Employee
4272 In-Kind Contributions
4300 Library Income
4500 Rental Property Income
4600 Miscellaneous Income

4900 Student Services Income
4910 Sale of Books
4920 Sale of Stationary and Supplies
4930 Cafeteria Income
4935 Government Milk/Lunch Program Income
4940 Student Transportation Income
4950 Athletic Program Income
4970 Before/ After School Care Income
4975 Extracurricular Clubs/Activities Income
4980 Other Student Services Income
4999 Field Trip Fee Income

Other Non-Operating Income
4235 Archdiocesan Capital Campaign
4251 Specific Gifts/Grants/Bequests for Non-Operating Use
4280 School Capital Campaign Income
4700 Receipts/Gain/(Loss) from Sale of Fixed Assets

EXPENSES

5000 Instruction
5010 Gross Salary – Instruction
5010.01 – Lay Instruction – Teachers
5010.02 – Religious Instruction
5010.03 – Lay Instruction – Specialties
5010.04 – Lay Instruction – Aides
5010.05 – Lay Instruction - Substitutes
5015 Contracted Labor for Instruction

5040 Textbooks/Workbooks Expense
5050 Instructional Materials and Supplies
5060 Library Books and Supplies
5065 Technological Instructional Material
5070 Other Instructional Expenses
5075 Teacher Professional Development

5100 Student Services

5100 Gross Salaries – Student Services
5100.01 – Gross Salaries – Student Care
5100.02 – Gross Salaries – Cafeteria
5100.03 – Gross Salaries – Other Student Services
5110 Books for Resale
5120 Supplies for Resale
5130 Cafeteria Expenses
5135 Government Milk/Lunch Program Expenses
5140 Student Transportation Expenses
5150 Athletic Program Expenses
5160 Student Service Fees (Archdiocesan)
5170 Student Care Supplies
5175 Extracurricular Clubs/Activities Expense
5180 Other Student Service Expenses
5199 Field Trip Expenses

5200 Administration

5220 Gross Salaries - Administrative Staff
5220.01 – Lay Administration
5220.02 – Religious Administration
5230 Telephone Expenses
5235 Non-Capitalized Equipment- Office
5240 General Administrative Expenses
5241 Bad Debt Expense
5242 External Printing Expenses
5243 Audit and Accounting Fees
5244 Development/Marketing Expenses
5245 Office Supplies
5246 Postage and Mailing
5247 Technology Expenses
5248 Bank and Service Fees
5249 Office Machine Expenses
5250 Auto and Travel Expenses
5260 Workshops and Meeting Expenses
5265 Hospitality Expenses
5266 Charitable Donations Support

5270 Employee Benefits

5271 Social Security & Medicare Tax Expenses
5272 Medical Insurance Expense
5273 Lay Pension Fund Expense

5274 Other Employee Benefits
5275 Employee Benefits – Religious

5300 Facility Expenses
5310 Gross Salaries - Maintenance
5320 Utilities Expense
5320.01 – Electricity
5320.02 – Gas
5320.03 – Oil
5320.04 – Water
5320.05 - Other
5330 Ordinary Repairs and Maintenance
5335 Non-Capitalized Equipment- Facilities
5340 Custodial Supplies
5345 Facility Security
5350 Contracted Facility Services
5360 Property and Casualty Insurance Expense

5500 Other Non-Operating Expenses
5510 Interest on Debt
5520 Extraordinary Repairs
5530 Capital Expenditures
5530.01 – Capital Expenditures – Technology
5530.02 – Capital Expenditures – Other
5535 Campaign Expense

5800 Housing for Religious Employee
5800 Housing for Religious Employee

5900 Depreciation
5940 Depreciation - Buildings
5950 Depreciation - Building/Land Improvements
5960 Depreciation - Computers
5970 Depreciation - Furniture & Equipment
5980 Depreciation - Vehicles

ARCHDIOCESE OF BALTIMORE
UNIFORM SYSTEM OF ACCOUNTING

SCHOOL CHART OF ACCOUNTS
CLASSIFICATION OF ACCOUNTS

1000 ASSETS

1100 Cash and Marketable Securities

1110 Operating Checking - Balance of checking account that is used for school operations. All school income (including income generated from benefit events) is to be deposited into this account, and all school expenses are to be paid from this account.

1120 Payroll Checking - Optional checking account used solely to process payroll. This account should maintain a zero balance. It should be funded only when needed to process payroll and should zero out after each payroll period.

1130 Related Organizations' Checking/Savings Accounts - Balance of checking and/or savings accounts associated with various school life organizations that use the school's Federal tax identification number to obtain bank accounts. Such accounts should be evaluated at least annually. At all times, the balance of this account should be offset entirely by the corresponding liability balance in account 2230.

1145 Capital Campaign Checking - Balance of checking account that is to be used solely for income and expenses related to a pre-approved capital campaign.

1150 Savings/Money Market Bank Accounts - Balance of school-owned accounts that draw interest at a bank.

1160 Certificates of Deposit – School-owned certificates from a bank stating that the school has a specified sum on deposit for a given period of time at a fixed rate of interest.

1170 Cash on Deposit with the Interparish Loan Fund - Balance of interest bearing demand deposit held within the Interparish Loan Fund with the Archdiocese.

1190 Petty Cash - Small cash fund maintained in the school office used for incidental purposes.

1200 Receivables

1210 Tuition and Fee Receivable – Balance due for student tuition and fees. This account is only used for accrual accounting purposes.

1220 Loans Receivable - A written promise from an entity to repay the school a certain sum of money on a specified future date.

1260 Accounts Receivable - Monies due to a school by individuals, employees, or entities not related to tuition and fees. Subsequent payments received are credited to this account. This account is only used for accrual accounting purposes.

1290 Reserve for Uncollectable Accounts – Balance of tuition receivable which is estimated to be uncollectable. The entry to record this reserve should debit account 5241, Bad Debt Expense. This account is only used for accrual accounting purposes.

1300 Pre-Paid Assets & Deposits

1310 Prepaid Assets - Expenditures that have been made for goods or services to be received at a future date. This account is only used for accrual accounting purposes.

1315 Deposits - A partial or initial payment for a conditional, refundable payment generally associated with contractual terms.

1400 Long-Term Investments

1401 Long-Term Investment – Capital - An asset expected to be held for more than one year for a future financial return or benefit that will be used for capital projects. The balance should equal the fair market value of the investment.

1402 Long-Term Investment – Other - An asset expected to be held for more than one year for a future financial return or benefit that does not have a specified future use. The balance should equal the fair market value of the investment.

1500 Endowment Investments (Permanently Restricted by an Actual Legal Endowment Agreement)

1501 Catholic *Community* Foundation Endowment - Assets held within the Catholic Community Foundation in which the school has a beneficial interest in the asset value. Balances should be adjusted at least annually to equal the fair market value of the associated assets. Increases or decreases to the asset value should be charged to a/c 4495 "Unrealized Gain/ (Loss)."

1502 Endowments – Other - Permanent endowments (other than Catholic Community Foundation) in which restrictions are placed over the use of principal and the use of earnings may be limited to a specific purpose. Balances should be adjusted at least annually to equal the fair market value of the associated assets. Increases or decreases to the asset value should be charged to a/c 4495 "Unrealized Gain/ (Loss) on Investments."

1600 Property, Plant, and Equipment (Fixed Assets – Use for Accrual Accounting Only)

1610 Land - Cost of school-owned land.

1615 Building and Land Improvements - Costs ≥ $2,500 associated with improvements made to buildings such as additions, major renovations, boilers, air conditioning systems, etc. and land improvements such as statues, bell towers, parking lots, etc.

1620 Buildings - Cost of school physical structures including all expenditures related directly to their acquisition or construction.

1640 Computers and Computer Equipment - Cost of computers and related computer equipment ≥ $2,500.

1650 Furniture & Equipment - Cost of furniture and equipment ≥ $2,500.

1660 Fine Arts - Cost of fine arts ≥ $2,500.

1670 Vehicles - Cost of school vehicles ≥ $2,500.

1720 Accumulated Depreciation – Buildings - The depreciation that has taken place on buildings up to the present time. These assets should be depreciated using the straight line method over 35 years.

1730 Accumulated Depreciation – Building & Land Improvements - The depreciation that has taken place on building and land improvements up to the present time. These assets should be depreciated using the straight line method over 15 years.

1740 Accumulated Depreciation – Computers and Computer Equipment - The depreciation that has taken place on computers and related computer equipment up to the present time. These assets should be depreciated using the straight line method over 3 years.

1750 Accumulated Depreciation – Furniture & Equipment - The depreciation that has taken place on furniture and equipment up to the present time. These assets should be depreciated using the straight line method over 8 years.

1770 Accumulated Depreciation – Vehicles - The depreciation that has taken place on school vehicles up to the present time. These assets should be depreciated using the straight line method over 5 years.

1900 Other Assets

1910 Other Assets - Cost of any other assets not categorized above.

2000 LIABILITIES

2100 Accounts Payable

2110 Accounts Payable – Amount owed to vendors for goods and/or services already received, but for which full payment has not been remitted.

2200 Exchange/Agency Accounts

2210 Exchange/Agency – Receipts and expenditures that are unrelated to school activities and operation, but are handled through the school checking account.

2230 Related Organizations' Checking/Savings Accounts Liability – Funds maintained and controlled by related organizations. See account number 1130 for the corresponding asset account.

2290 Inter-company Due To/Due From – Amounts owed to or due from a related, but separate entity of the school, i.e., a parish. The school and the related entity's Due To/Due From accounts should net to zero.

2300 Unearned Income

2310 Unearned Tuition - Tuition received from students for a future school year (i.e. next fiscal year). For example, if tuition collection for the next school year begins in April of the current school year, all of these funds collected from April – June should be recorded in this account. Tuition collected in advance should be recognized in account 4010 "Tuition" beginning in July of the next fiscal year, which can be done by journal entry.

2320 Unearned Fees – Fees received from students for a future school year (i.e. next fiscal year). For example, if registration fees for the next school year are accepted starting in March of the current school year, all funds collected from March – June should be recorded in this account. Fee amounts should be recognized in accounts 4110-4140 beginning in July of the next fiscal year, which can be done by journal entry.

2330 Other Advanced Payments – Other income (not related to tuition and fees paid by students' families) received for a future school year (i.e. next fiscal year). For example, if financial aid income related to the next school year is received in June, this income should be recorded in this account. These amounts should be recognized in the appropriate income accounts beginning in July of the next fiscal year, which can be done by journal entry.

2340 Unearned Grant Income – Grant income received from a foundation or corporation that is designated for a purpose in a future fiscal year. The purpose of the grant should be defined in a letter from the granting agency. For example, if a school receives a grant for a capital project which will occur in the next fiscal year, the income received could be recorded in this account. The grant income should be recognized in account 4221 "Grant Income" in the next fiscal year, which can be done by journal entry.

2400 Accrued Liabilities

2410 Accrued Liabilities – Expenses incurred for which invoices have not been received, but the amount is either known or reasonably estimated by the school. This account is for accrual accounting purposes only.

2500 Payroll Liabilities

2505 Payroll Suspense – Account is used for temporary differences between a payroll register per third party preparer and actual payroll transactions. For example, this account should be used if a person's wage was under reported to the third party preparer and the school wrote a manual check to make the person whole.

2510 Payroll Withholdings – Social Security and Medicare – Amounts withheld from the employees' pay for Social Security and Medicare taxes.

2520 Payroll Withholdings – Federal Income Tax – Amounts withheld from the employees' pay for Federal income taxes.

2530 Payroll Withholdings – State Income Tax – Amounts withheld from the employees' pay for State income taxes.

2550 Payroll Withholdings – 403B Plan – Amounts withheld from the employees' pay for deposits into the 403B retirement plan.

2560 Payroll Withholdings – Garnishments – Amounts withheld from the employees' pay for garnishments.

2590 Accrued Salaries – Salary expenses incurred, but not paid. For schools with teachers paid on a twelve month basis, their summer salary expenses related to the current fiscal year should be accrued throughout the year using this account.

2593 Accrued Employee FICA and Medicare Taxes (old 2700)- FICA and Medicare tax expenses incurred, but not paid. (This account is used to accrue taxes related to the accrued salary expenses of schools with employees paid on a twelve month basis.)

2595 Accrued Vacation Payable – Reflects the value of vacation earned by eligible school employees, but not taken. This account should only be used by schools that desire to record vacation under the accrual method of accounting.

2800 Notes and Loans Payable

2810 Notes Payable – IPLF Loan from Archdiocese – Represents principal balance owed to the Archdiocese. The school should ensure the balance in this account agrees to Archdiocesan records.

2820 Notes Payable to Bank – Represents principal balance owed to a financial institution. The school should ensure the balance in this account agrees to the financial institution's records.

2830 Other Debt Payable to Archdiocese – Represents debt to the Archdiocese other than Interparish Loan Fund debt. Examples may include emergency loans made to cover insurance or payroll costs during times of negative cash flow – generally leading up to a reorganization or restructuring of the school activities.

2840 Notes Payable – Other – Represents amounts borrowed from any other source. The school should ensure the balance in this account agrees to the debtor's records.

3000 Net Assets

3110 Unrestricted Net Assets – Net assets that are not subject to restrictions.

3120 Unrestricted Net Assets – Designated – Unrestricted net assets that are designated by the school for specific purposes. Decisions made by school management to set aside funds should be represented in this account. Unrestricted Net Assets - Designated are not the same as restricted net assets.

3210 Temporarily Restricted Net Assets – Net assets subject to donor-imposed restrictions that may or will be met either by actions of the school or the passage of time.

3310 Permanently Restricted Net Assets – Net assets subject to donor-imposed stipulations that they be maintained by the school. Generally, the donors of these assets permit the school to use all or part of the income earned on related investments for general or specific purposes. Catholic Family Foundation assets should be included in this account.

INCOME & EXPENSE ACCOUNTS

INCOME

4000 Tuition, Net of Discounts and Aid

4010 Gross Tuition – Total enrollment income for current school year derived by multiplying each student by the advertised base tuition rate, regardless of any tuition assistance or discounts provided to the family. Do not include any fees or special tuition related to special programs (a/c 4011) or daycare (a/c 4012) provided by the school. The offset of the gross tuition is account 1210 Tuition and Fee Receivable

Discounts and Aid

The following accounts identify each type of discount and assistance provided to families reducing the amount of tuition that will be collected by the school. These accounts also match available discount and assistance in the FACTS tuition and collection system. Each account will have a debit balance with credit-applied to account 1210 Tuition and Fee Receivable

4010.01 Multi-Student Discount
4010.02 Faculty & Staff Discount
4010.03 Early Pay Discount
4010.04 Military Discount

4010.05 Other Discount
4010.06 Catholic Family Discount – the reduction in tuition provided because the family is registered at a Catholic Parish in the Archdiocese of Baltimore.
4010.10 Archdiocesan Grant & Aid
4010.11 Parish Grant & Aid
4010.12 State Funded Tuition Assistance
4010.13 External Foundation Grant & Aid
4010.14 Endowment Funded Grant & Aid
4010.15 Other Externally Funded Grant & Aid
4010.20 Operations Funded Grant & Aid (unfunded aid planned in budget)
4010.21 Unplanned – Emergency Grant & Aid (unfunded aid in excess of budget)

4011 Tuition – Special Programs – Fees collected from families in the current schools year for special programs offered by the school that carry additional advertised tuition rate premiums.

4012 Tuition – Daycare Programs – Fees collected from families in the current school year for Daycare and extended day programs.

4013 Tuition – Other Faiths Surcharge – The additional charge assessed to those families who are not registered Catholics within the Archdiocese of Baltimore. If this account is used 4010.06 Catholic Family Discount will not be used.

4020 Past Year's Tuition – Past year's tuition income received in the current year from student's family. This account is used for cash basis accounting. On an accrual basis this account may be used to record tuition received from a family, which was written-off in a previous school year period.

Financial Aid Income

4222 Partners in Excellence – Scholarship income from the Archdiocese from individuals, corporations and foundations restricted for Baltimore city families with financial need.

4223 Children's Scholarship Fund - Scholarship aid funding through Children's Scholarship Fund-Baltimore.

4231 AAA Tuition Assistance – Scholarship aid from the Archbishop's Annual Appeal for tuition assistance.

4233 Tuition Assistance AOB School Fund - Tuition assistance funds received from the Archdiocesan School Fund.

4234 Foundation Grant & Aid– Tuition assistance funds from private foundation as well as independent Archdiocesan foundation such as John Carroll Foundation and Catholic Community Foundation.

4236 Parish Tuition Assistance – Tuition assistance funds received from parishes.

4237 Other Tuition Assistance – Tuition assistance received which cannot be classified under any other tuition related account.

4238 State Funded Aid – Tuition aid received from the State of Maryland

4100 Fee Income

4110 Book Use Fees – Fee income received for the use of school textbooks and workbooks.

4120 Registration Fees – Fee income received for student registration.

4130 Other Fees – Fee income received for any other general purpose such as technology fees. Fees charged for student specific activities should be recorded in income accounts under the section, "Student Services Income".

4140 Student Service Fees (Archdiocesan) – Fee income received for covering the student service fees charged by the Archdiocese Division of Schools.

4200 Development and Grant Income

4210 Annual Appeal/Annual Gifts – Funds received from an annual appeal or annual gifts from alumni, parishioners, parents, etc. Please note funds received for non-operating use should use account 4251.

4221 Grant Income – Grants received from foundations and corporate supporters for any operating purpose other than tuition. Please note funds received for non-operating use should use account 4251 and grants for a purpose in a future fiscal year should use account 2340.

4230 Parish Subsidy - Funds received from a parish to support the school's general operations.

4240 Archdiocesan School Fund Grant/ Subsidy- Funds received from the Archdiocesan School Fund assessment to support the school's general operations other than tuition assistance.

4250 Unrestricted Gift, Donation, and Bequest Income – Unrestricted gifts, donations, and bequests received other than through an annual appeal.

4252 Collection for Charitable Purpose – Donations specifically raised by the school's staff and students in support of a cause that the school community want to support.

4260 Fundraiser Income, Net – Net proceeds received from school fundraising activities and events. *Including all Scrip rebates, Box Tops for Education, grocery store participation programs and all retail programs the benefit the school.*

4400 Investment Income

4410 Interest and Dividend Income – Operating Accounts - Interest and dividends earned on savings, CDs, money markets, the IPLF, and any other investments housing operating funds. *Operating Funds are monies raised through normal operations; they exclude capital campaign funds, endowments, and monies related to restricted gifts.*

4420 Interest and Dividend Income – Non-Operating Accounts - Interest and dividends earned on capital campaign funds and monies related to restricted gifts.

4430 Interest and Dividend Income – School Endowment – Interest and dividends earned on school endowments that have been legally established.

4440 Interest and Dividend Income – Restricted Endowment - Interest and dividends earned on school endowments that have been legally established for purposes other than operations, i.e., capital improvements.

4490 Realized Gain/(Loss) on Investments – Gains/(Losses) from the sale of investments.

4495 Unrealized Gain/(Loss) on Investments – Unrealized Gains/(Losses) from the changes in the market value of investments.

Other Income Sources

4271 Contributed Services of Religious Employee – Income recorded for variance in religious compensation from lay rate. The amount recorded should be fully offset in expense accounts 5010.02 or 5220.02.

4272 In-Kind Contributions – Reflects the donated value between the market cost of products, services, materials and labor (not religious labor) and what was paid. If this account is used, the full market value of the products and services should be recorded in the expense area, offset by this account reflecting the net cash paid.

4300 Library Income – Funds received for use of the library and outside funds for enriching the library such as book fairs.

4500 Rental Property Income - Income (gross) received through rental of school-owned properties and facilities, including payments received for utilities.

4600 Miscellaneous Income – Income which can not be classified under any other existing accounts.

4900 Student Services Income

4910 Sale of Books – Income related to books sold directly to students.

4920 Sale of Stationary and Supplies – Income related to sale of stationary and supplies to students.

4930 Cafeteria Income – Income from cafeteria or other lunch events such as pizza days. Government lunch programs should be recorded in account 4935.

4935 Government Milk/Lunch Program Income – Income and/or rebates received related to a government milk or lunch program.

4940 Student Transportation Income – Income related to busing students from residence to school only. Faculty and school auto expenses should be recorded in account 5250.

4950 Athletic Program Income – Income related to school athletic programs including student fees for athletics and concessions.

4970 Before/After School Care Income – Income related to before and after school care services.

4975 Extracurricular Clubs/Activities Income – Fees assessed to students who participate in activities such as Lego Club, Choir, Robotics, etc.

4980 Other Student Services Income – Income for other student services not covered by the other accounts. Examples include picture and uniform commissions.

4999 Field Trip Fee Income – Fees collected from students for field trips. The corresponding expense account for field trips is 5199.

Other Non-Operating Income

4235 Archdiocesan Capital Campaign – Funding from an Archdiocesan campaign or Archdiocesan grant for new construction, major renovations, or to establish an endowment.

4251 Specific Gifts/Grants/Bequests for Non-Operating Use – Gifts or grants from external sources that have been restricted by the donor and can be supported by a letter, for a specific purpose other than operations.

4280 School Capital Campaign Income – Proceeds from an **approved** campaign for major renovations or other capital projects.

4700 Receipts/Gain/(Loss) from the Sale of Fixed Assets – Funds received from the sale of fixed assets that were originally expensed when purchased. If the assets were originally capitalized and depreciated over time, this account would be used to record the cash received in addition to the net book value- gain or below the net book value (loss).

EXPENSES

5000 Instruction

Note: The accounts below should be used to record salaries (on payroll) for the respective category. Payments to contractors should not be included in this section.

5010 Gross Salaries – Instruction:

- 5010.01 Lay Instruction – Teachers – Gross salaries for all full-time classroom teachers, not including specialty teachers or aides.
- 5010.02 Religious Instruction - Salaries for members of the Religious community on the teaching staff.
- 5010.03 Lay Instruction – Specialties – Gross salaries for all full-time and part-time specialty teachers including music, art, physical education, computers, foreign language and librarian.
- 5010.04 Lay Instruction – Aides – Gross salaries for all full-time and part-time teacher aides in the classroom.
- 5010.05 Lay Instruction – Substitutes – Gross salaries for substitutes who are on school's payroll. **Any substitutes acting as contractors should use account 5015.**

5015 Contracted Labor for Instruction - Expenditures for substitutes or others who are not on the payroll, acting as independent contractors, *who will receive a 1099 at year end.*

5040 Textbooks/Workbooks Expense – Expenditures for textbooks and workbooks purchased by the school for the classroom. The costs of textbooks to be resold to students are recorded in account 5110.

5050 Instructional Materials and Supplies – Expenditures for all supplies and materials used in the classroom.

5060 Library Books and Supplies – Expenditures for library books as well as periodicals, newspapers, and supplies for the library.

5065 Technological Instructional Materials – Expenditures for textbooks, workbooks, and other audio/visual type materials utilizing technologically advanced mediums such as CDs, internet classes, or other types of programs or software designed for the instruction of students. *Do not include computers and related equipment purchases – expense to account 5235 if under $2,500 and 5530.01 if over $2,500.*

5070 Other Instructional Expenses - Expenditures for teachers such as teaching magazines and grade books as well as for other instructional costs not classifiable under any other instructional expense account. Program fees for the Operation Teach program should be recorded in this account.

5075 Teacher Professional Development – Costs associated with teacher continuing education and professional development.

5100 Student Services

5100 Gross Salaries – Student Services
5100.01 Gross Salaries – Student Care – Gross salaries related to before and after school care program.
5100.02 Gross Salaries – Cafeteria - Gross salaries related to cafeteria.
5100.03 Gross Salaries – Other Student Services - Gross salaries of other non-classroom related employees (on payroll) such as school counselor, bus driver, and nurse.

5110 Books for Resale – Cost of books purchased to be sold to students.

5120 Supplies for Resale – Cost of stationary and supplies purchased to be sold to students.

5130 Cafeteria Expenses – Expenditures for food and beverages to be resold as well as other cafeteria supplies. Salaries of cafeteria workers should be recorded in account 5100.02 and expenses related to a government lunch program should use account 5135.

5135 Government Milk/Lunch Program Expenses – Expenses related to a government milk or lunch program.

5140 Student Transportation Expenses – Expenditures related to busing of students from residence to school only. Salaries of bus drivers should be recorded in account 5100.03.

5150 Athletic Program Expenses – Expenditures related to athletic programs.

5160 Student Service Fees (Archdiocesan) – Expenditure charged annually by the Archdiocese Division of Schools includes enabling and marketing fees etc.

5170 Student Care Supplies – Expenditures for snacks and supplies for the before and after school care program. Salaries of employees should be recorded in account 5100.01.

5175 Extracurricular Clubs/Activities Expense – Costs associated with offering activities such as Lego Club, Choir, Robotics, etc that occur outside the instructional day.

5180 Other Student Service Expenses – Expenditures for other student services not classifiable under any other account such as contracted counseling services and health room expenses.

5199 Field Trip Expenses – Expenditures related to school field trips. The corresponding income account is 4999.

5200 Administration

5220 Gross Salaries – Administrative Staff

5220.01 Lay Administration – Gross salaries of lay principal, assistant principal, president, school secretary, bookkeeper, development staff and other administrative staff.

5220.02 Religious Administration – Salaries for members of the Religious community on the administrative staff.

5230 Telephone Expenses - Expenditures for the telephone, telephone answering service, cell phones, and pagers.

5235 Non-Capitalized Equipment - Office - Cost of machinery or equipment, furniture, or fixtures under $2,500.

5240 General Administrative Expenses – Administrative expenditures not specifically included in other 5200 accounts such as administrative dues or membership fees and fingerprinting costs. *Please note there are new accounts for office supplies (5245), postage (5246), bank and service fees (5248), and hospitality expenses (5265).*

5241 Bad Debt Expense - Expense of current year tuition receivable which is deemed uncollectable. The entry to record this expense should credit account 1290, Reserve for Uncollectable Accounts. This account is only used for accrual accounting purposes.

5242 External Printing Expenses – Expenditures for outside printing or photocopying.

5243 Audit and Accounting Fees – Expenditures for auditing and accounting work performed by non-employees.

5244 Development/Marketing Expenses – Expenditures for development and school marketing such as advertising costs. Salaries for development staff should be recorded in account 5220.01.

5245 Office Supplies - Expenditures for office material and supplies, such as stationery, copier paper, printer ink, staplers, etc. used in administration.

5246 Postage and Mailing - Expenditures for postage and school mailings.

5247 Technology Expenses - Expenditures for monthly internet service, software, cables, technological consulting fees, and any other minor computer-related updates. *Do not include computers and related equipment purchases – expense to account 5235 if under $2,500 and 5530.01 if over $2,500.*

5248 Bank and Service Fees - Expenditures charged by the bank for returned items, analysis fees, EFT fees, and any other bank-related fees and expenditures related to outsourced payroll service and armored car service. *Also includes Catholic Community Foundation management fee.*

5249 Office Machine Expenses - Expenditures for leases, rental fees, maintenance agreements *overage fees, and repairs* for copiers or other office machines.

5250 Auto and Travel Expenses – Expenditures for operating and maintaining the school automobile including auto insurance, as well as expenses related to staff travel costs, not related to a workshop or meeting.

5260 Workshops and Meeting Expenses – All expenditures related to staff workshops and meetings including registration fees, food, and travel costs to attend if directly paid or reimbursed by the school.

5265 Hospitality Expenses – Expenditures for hospitality related items such as appreciation lunches/dinners/socials, flowers, or gifts.

5266 Charitable Donation Support – Expenditures of gifts collected in account 4252 in support of a special cause by the school community.

5270 Employee Benefits

5271 Social Security & Medicare Tax Expenses - Employer's share of the Social Security and Medicare tax paid to the Internal Revenue Service.

5272 Medical Insurance Expense - Employer's share of medical insurance for employees. This account should be reduced by the employees' share withheld from their paychecks.

5273 Lay Pension Fund Expense - Pension fund expense for lay employees.

5274 Other Employee Benefits - Costs of all other employees' benefits including Unemployment, Life and Disability Insurance, Worker's Compensation costs, etc.

5275 Employee Benefits - Religious - Benefits paid to an order on behalf of a religious person that provides services to the school.

5300 Facility Expenses

5310 Gross Salaries – Maintenance – Gross salaries of full-time and part-time custodians and general maintenance workers who maintain the buildings and grounds. Payments to independent contractors (non-employees) are not entered in this account, but rather in account 5330 or 5350.

5320 Utilities Expense - (and Subaccounts) Expenditures for electric, gas, oil, water, and other utilities. This account includes all school meters or the prorated portion of church meters. *Telephone expense is entered in account 5230.*

5330 Ordinary Repairs and Maintenance - All expenditures under $5,000 used to repair and maintain the school buildings, furnishings, or grounds, such as expenditures for carpentry work, electrical repairs, plumbing, painting, replacements, or minor roof repairs. *Contracted services should be recorded in account 5350.*

5335 Non-Capitalized Equipment – Facilities – Cost of machinery or equipment, furniture, or fixtures under $2,500.

5340 Custodial Supplies - Expenditures for materials and supplies such as broom, mops, soap, floor wax, light bulbs, paper towels, paper cups, toilet paper, and other items used in the school.

5345 Facility Security – Expenditures related to the maintaining a safe and secure building, including but not limited to; electronic monitoring, on-site security services, and ongoing expense related to visitor screening.

5350 Contracted Facility Services - Expenditures for facility services that are outsourced and provided by an independent contractor or company such as cleaning, trash, exterminating, and lawn for the school buildings and property.

5360 Property & Casualty Insurance Expense - For property insurance premiums, as billed by the Archdiocese, for school property.

5500 Other Non-Operating Expenses

5510 Interest on Debt - Interest payments on debt including interest on mortgages, debentures, Archdiocesan loans, notes payable, etc. Loans are not to be taken with a bank or other lender- loans are to be taken with the Archdiocese.

5520 Extraordinary Repairs - Major replacements are those that occur infrequently, but are nevertheless caused by normal wear and tear and cost $5,000 or more, e.g., roof replacement, parking lot, extensive electrical repairs, etc. *Expenditures under $5,000 should be entered in account 5330 Ordinary Repairs and Maintenance.*

5530 Capital Expenditures – (and Subaccounts) - Expenditures of $2,500 or more for the purchase or construction of fixed assets such as land, buildings, office machines/copiers, equipment, furniture and fixtures. Technology purchases over $2,500 should be recorded in the sub account 5530.01 and other capital purchases in 5530.02. *Expenditures under $2,500 should be entered in account 5235 Non-Capitalized Equipment.*

5535 Campaign Expense - Expenditures related to campaigning due to outside consultation fees, printing, mailings, meeting costs, etc.

5800 Housing for Religious Employee

5800 Housing for Religious Employee – School paid expenditures for the housing of Religious employee's working at the school.

5900 Depreciation (Used for Accrual Accounting Only)

5940 Depreciation - Building– Depreciation expense for current year related to buildings.

5950 Depreciation - Building/Land Improvements – Depreciation expense for current year related to buildings and land improvements.

5960 Depreciation - Computers - Depreciation expense for current year related to computers.

5970 Depreciation - Furniture & Equipment - Depreciation expense for current year related to furniture and equipment.

5980 Depreciation - Vehicles - Depreciation expense for current year related to vehicles.