

***DIOCESE OF CHARLESTON***  
**MASTER CHART OF ACCOUNTS**  
**CHILD DEVELOPMENT CENTERS**

The master chart of accounts and a description for each account is listed below. This is a “master” list. These accounts will be used for the Diocesan Child Development Center Reports effective ----.

The numbering system for the chart of accounts consists of six digits. The first two digits identify the sub areas on the Diocesan Child Development Center Report; the last four digits represent the standard account numbers recommended by the *Accounting Principles and Reporting Practices for Churches and Church-Related Organizations* published by the National Conference of Catholic Bishops.

The chart of accounts is designed for you to add or develop you own sub accounts under any of the master accounts. Sub accounts should contain the first six digits as listed. The account can be broken down by the use of a decimal point, 222744.01, a dash, 222744-01, or two additional digits, 22274401, depending on the capability of your particular accounting system.

This master chart of accounts and Diocesan Child Development Center Reports will be updated as necessary. Any suggestions, comments or questions should be referred to the Finance Office.

***ACCOUNT DESCRIPTIONS***

**Account  
Number**

**Account Name**

- |               |   |
|---------------|---|
| <b>101001</b> | <b>Checking Account, Operating</b> - This account will be the primary operating checking account. This account should be used for <b>all</b> payments and deposits.   |
| <b>101020</b> | <b>Petty Cash</b> - Used when you initially establish, increase or decrease your petty cash fund. The petty cash fund should not exceed \$50.00. Petty cash replenishment will be done by crediting the operating checking account and debiting the appropriate expense accounts. |
| <b>111111</b> | <b>Savings Deposits Diocesan</b> - The total of all savings accounts with the Diocese. This will be a master account if you have more than one savings account with the Diocese.  |

- 111112 Savings Account Non-Diocesan** - The total of all savings accounts. This will be a master account if you have more than one savings account.
- 113000 Tuition Receivable** – This account will be used to record any unpaid tuition. You will record tuition by debiting tuition receivable for the amount of tuition due and crediting the appropriate tuition account (account number 412001 or 412002 depending on whether it is private pay or subsidized). When payments are made for these unpaid accounts, you will debit cash (deposit) and credit this account. This account balance should match your unpaid tuition report.
- 121524 Furnishings and Contents** - The total value of all furnishings and contents of all the school property. You may want to make this a master account and use sub accounts to provide better control.
- 121564 Vehicles** - The total value of any vehicles that belong to the school. This may be a master account if you have more than one vehicle.
- 202201 Accounts Payable** - The total value of all accounts payable. This will only be the normal day-to-day routine payments.
- 202202 FICA/Medicare Tax Payable** - This is the amount that you have withheld from employees but not sent to the Internal Revenue Service.
- 202203 Federal Withholding Tax Payable** - The total amount you have withheld from employees but have not sent to the Internal Revenue Service.
- 202204 State Withholding Tax Payable** - The total amount you have withheld from employees but have not sent to the State Revenue Service.
- 202205 Health Insurance Withheld** - The total amount you have withheld from employees but have not sent to the health care provider. This account is also used for the life and disability insurance withholdings.
- 202207 Retirement Withheld Payable** - The total amount you have withheld from employees but have not sent the retirement provider.
- 202500 Advanced Registration Fees** – This account will be used to record registration fees for the next school year. Once the new fiscal year has begun, you will debit this account for the balance and credit account # 414007 (registration fees – current year).
- 212417 Advanced Tuition and Fee Payments** - Any funds received for the next school year are restricted and can only be used for that year. This account should be used in conjunction with account number 414005-Advanced Tuition and Fee Payments.

- 225065 Allowance for Bad Debts** – This account is another type of reserve to reflect the amount of unrecoverable tuition. Before year-end, this account should be reviewed in conjunction with a review of the outstanding tuition. If any amounts are considered doubtful as to whether the school will receive them in the next fiscal year, then a journal entry must be made. You will credit the Allowance for Bad Debts account and debit Tuition Unrecoverable (account number 434017). It may be that in some years, you will do the reverse of this entry because the total amount of all doubtful accounts is less than the total in the Allowance for Bad Debts account. The amount in the Allowance for Bad Debts account should be the net of all doubtful tuition accounts.
- 303101 Prior years Fund Balance** - Record any prior year fund balances here at the beginning of each fiscal year.
- 303102 Retained Surplus** - Net profit or loss for the reporting period.

## REVENUE

- 412001 Tuition** – Record here any current year tuition received from students.
- 414005 Advanced Tuition and Fee Payments** - Record any advance tuition and fees here, this also should be recorded as a liability in account 212417 Advanced Tuition and Fee Payments.
- 414007 Registration Fees, Current Year** - This account will be used to record current year registration fees, including Diocesan student fees.
- 434014 Tuition Reduction** - Record any individual decrease in tuition granted by the Pastor, Pastoral Administrator, or principal. These amounts will be a debit to the revenue account.
- 434015 Tuition Discounts** - This account will be used to record the value of tuition discounts, (that is, multiple students, staff dependents, etc.). These amounts will be a debit to the revenue account.
- 434016 Tuition Refunds** - Record any tuition refunds here. These amounts will be a debit to the revenue account.

- 434017 Tuition-Uncollectible** - Record any tuition amount here that is determined to be uncollectible and written off. These amounts will be a debit to the revenue account. You must credit the appropriate receivable account, 412001 or 412002 with the same amount that you debit to this account. This will be done through a journal entry
- 454018 Parish Subsidies** - Record any parish subsidies that are received by the school and that are not in the name of any of the students. It is advisable that you use sub accounts if you have more than one parish subsidizing your school. Record any expenses paid by the parish that should have been paid by the school in this account also. If a parish wishes to help a school with certain items, the parish should write a check to the school so that it can be properly accounted for as a subsidy to the school and the school should make the corresponding payment. If the payment is made directly by the parish a journal entry will be required because the cash does not flow through the school's checking account.
- 474206 Gifts/Donations/Bequests - Unrestricted** - This account will be used to record any unspecified gifts/donations/bequests that are not restricted in use.
- 474211 Gifts/Donations/Bequests - Restricted** - Use this account to record any gifts/donations/bequests that are restricted in use.
- 474232 Special Fund Raising Events (Net)** - Use this account to record the net profits from special fund raising events. It is recommended that you use this as a master account and a separate sub account for each fund raising event.
- 494214 Grants** - This account is used to record any grants received other than DDF or Black and Indian Home Missions Grants.
- 494401 Insurance Settlements** - This account will be used to record any insurance claims or settlements paid.
- 494650 Miscellaneous Income** - This account will be used to record any income that is not otherwise defined.
- 494671 Interest Income** - Record any interest income to unrestricted savings and checking accounts here. Interest income to restricted accounts should be recorded to the respective account.

## **EXPENDITURES**

- 616004**      **Administrative Salaries** - This account is used to record the salaries of all administrative personnel including the principal, assistant principal, and counselors. If the individual is also an instructor or teacher the salary and corresponding benefits should be prorated.
- 616006**      **Clerical Salaries** - This account is used to record the salaries of all clerical personnel.
- 616101**      **Social Security Taxes, Employer Share - Administration** - This account is used to record the social security taxes, employer share for all personnel in the administration department.
- 616102**      **Life and Disability Insurance - Administration** - This account is used to record the mandatory life and disability insurance costs for all personnel in the administration department.
- 616106**      **Retirement-Administration** - This account is used to record the retirement costs for all personnel, both lay and religious in the administration department.
- 616111**      **Health Insurance - Administration** - This account is used to record the health care benefit costs for all personnel in the administration department.
- 636212**      **Advertising and Publicity** - Record any advertising and publicity costs including recruitment and development programs here. If your recruitment and development program is large you may consider making a sub account to track the items.
- 636221**      **Administrative Staff Development Expenditures** - Record costs for administrative staff development here.
- 636302**      **Supplies** - This account is used to record all costs for supplies for the administrative department.
- 636304**      **Printing and Stationery** - This account is used to record the costs for all administrative printing and stationery.
- 636305**      **Postage** - This account will be used to record all administrative postage in this account.
- 636350**      **Miscellaneous Administrative Expenditures** - Record any miscellaneous administrative costs not specifically specified here.
- 636605**      **Telephone** - Record all telephone, cellular phones, beepers and fax charges here.

- 636701 Administrative Equipment and Furnishings** - This account is used to record the cost of all administrative equipment and furnishings. Any single purchase of over \$5,000 is considered a capital improvement and will be recorded in the appropriate capital improvement account.
- 636703 Administrative Equipment Repairs & Maintenance** - This account is used for all repairs and maintenance fees, including maintenance contracts for administrative equipment.
- 656005 Instructional Salaries** - This account is used to record the salaries of all teachers.
- 656101 Social Security Taxes, Employer Share - Instructional** - This account is used to record the social security taxes, employer share for all personnel on the instructional staff.
- 656102 Life and Disability Insurance - Instructional** - This account is used to record the mandatory life and disability insurance costs for all personnel on the instructional staff.
- 656106 Retirement-Instructional** - This account is used to record the retirement costs for all personnel, lay and religious on the instructional staff.
- 656111 Health Insurance - Instructional** - This account is used to record the health care benefit costs for all personnel on the instructional staff.
- 676221 Instructional Staff Development Expenditures** - This account will be used to record any instructional staff development expenditures.
- 676306 Duplicating/Photo Copying** - This account is used to record the cost of all duplicating items to include paper, toner etc.
- 676320 Departmental Expenditures** - All departmental expenditures are recorded in this account. It is recommended that you use this as a master account and use sub accounts for each department.
- 676330 Instructional Supplies** - This account will be used to record the costs of consumable instructional supplies, such as, chalk, markers, etc.
- 676331 Instructional Materials** - This account will be used to record the costs of non consumable instructional materials, such as, maps, globes, chalk boards, etc.
- 676501 Snacks & Beverages** – This account will be used to record the cost of snacks and beverages.

- 676701**      **General Instructional Equipment & Furnishings** - This account will be used to record the costs of all instructional equipment and furnishings. Any single purchase of over \$5,000 is considered a capital improvement and will be recorded in the appropriate capital improvement account.
- 716004**      **Maintenance/Janitorial Salaries** - This account will be used to record all maintenance/janitorial salaries.
- 716101**      **Social Security Taxes, Employer Share - Maintenance** - This account is used to record the social security taxes, employer share for maintenance personnel.
- 716102**      **Life and Disability Insurance - Maintenance** - This account is used to record the mandatory life and disability insurance costs for maintenance personnel.
- 716106**      **Retirement-Maintenance** - This account is used to record the retirement costs for maintenance personnel.
- 716111**      **Health Insurance - Maintenance** - This account is used to record the health care benefit costs for maintenance personnel.
- 736802**      **Utilities** - This account will be used to record all utilities charges, such as electricity, water, sewer, etc.
- 736803**      **General Repairs and Maintenance** - This account will be used to record the costs of all general repairs and maintenance to the school in this account. Any single repair/replacement cost of over \$5,000 must be recorded in the appropriate account as a capital outlay.
- 736804**      **Contracted Services/Janitorial Services** - This account will be used to record any contracted janitorial services costs that is pest control, trash pick up, etc.
- 746103**      **Workman's Compensation** - This account will be used to record the costs of the workman's compensation for all personnel in this account. Workman's compensation costs **do not** have to be broken down by department.
- 746502**      **Vehicles Repairs, Gas & Maintenance** - This account will be used to record all cost associated with vehicles except automobile insurance in this account.
- 746505**      **Automobile Insurance** - This account will be used to record all automobile insurance costs in this account.
- 776350**      **Pupil Transportation (Net)** – This account is used to record expenditures associated with pupil transportation.

**841001**      **Funds Transferred to Parish** – This account is used to record funds transferred to the parish.