



*Catholic Diocese
of Cleveland*

**Account Descriptions
PARISH RECEIPTS**

*Parish Financial
Operations Handbook*

Account Descriptions

PARISH RECEIPTS

OPERATING RECEIPTS

1001 OFFERTORY COLLECTIONS

This account shall refer to receipts for regular offerings normally given during celebration of masses. These shall include: (1) those envelopes and loose money collected at the time the mass is celebrated; (2) those mailed to or dropped off at the rectory; (3) those made by children during mass; and (4) those made monthly during the year in lieu of weekly offerings. This account does not include those collections designated by the Diocese for special purposes such as Society for the Propagation of the Faith, Catholic University, or the Catholic Communications Campaign (see account 1106).

1001.01 Vigil/Sunday Collections

This sub-account should be credited for Vigil/Sunday offertory collections received.

1001.02 Christmas and Easter Collections

This sub-account should be credited for Christmas and Easter collections received.

1001.03 Other Holy Day Collections

This sub-account should be credited for Holy Day collections received, other than Christmas and Easter.

1001.04 Other Offertory Collections

This sub-account should be credited for collections received at weekday masses, special feast day masses and other special occasions. This sub-account should also be credited for collections towards Diocesan assessments.

1002 OTHER COLLECTIONS

This account refers to offerings received for specific purposes established by the parish. Examples follow:

1002.01 Fuel

Credit this sub-account for fuel collection received.

1002.02 Lenten Folders

Credit this sub-account for lenten folder collections received.

1002.03 Missions and Devotions

Credit this sub-account for collections at missions and devotions.

1002.04 Assistance to the Poor

Credit this sub-account for collections to help the poor.

1002.05 Other

Credit this sub-account for other collections received for specific purposes such as boiler replacement, new roof, etc. as specified by the parish.

Account Descriptions

PARISH RECEIPTS

OPERATING RECEIPTS

1004 BEQUESTS, DONATIONS AND RESTRICTED FUNDS

This account shall be credited with the receipt of monies, stocks, bonds, real estate and other property given or contributed to the parish by individuals, estates and trusts and non-profit organizations. For bequests and donations in the form of non-cash property, this account will be credited for the fair market value of the property or the donor's basis in the property at the date of the gift, whichever is the lesser amount. Only that portion of the restricted funds that have been earned during the current fiscal year should be entered in this account. Restricted funds received by the parish during the fiscal year should not be recorded here unless the applicable fund restrictions have been met.

1005 CONTRIBUTIONS FROM PARISH ORGANIZATIONS

This account shall be credited for donations received from parish organizations, whether in cash or for purchases directly made by the organization on behalf of the parish or parish units, notwithstanding whether the same had been specified for the use of a particular parish unit other than the parish, e.g. School.

1006 INCOME FROM PARISH PROGRAMS

This account shall be credited for any monies received during the course of parish program activities or for monies specifically donated for the following program activities:

- 1006.01 Celebrating Activities
- 1006.02 Caring Activities
- 1006.03 Evangelizing Activities
- 1006.04 Participating Activities

1007 INCOME FROM TEACHING ACTIVITIES (OTHER THAN ELEMENTARY SCHOOL)

This account shall refer to receipts from various Teaching (Religious Education) programs established by the parish. Examples follow:

- 1007.01 PSR Tuition and Educational Fees (K-8)
- 1007.02 PSR Tuition and Educational Fees (9-12)
- 1007.03 Receipts from Other Teaching Programs
- 1007.04 Receipts from Special Programs

Account Descriptions

PARISH RECEIPTS

OPERATING RECEIPTS

Continued

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| 1007.05 | Supplemental Material
Sold To Parents | |
| 1007.06 | Gifts, Donations and
Restricted Funds | (Include only those funds designated for Teaching Activities.) |
| 1007.07 | Catechetical Sunday
Collections | |
| 1007.08 | Fund-Raising Receipts
and Disbursements | (This sub-account is only used for Teaching fund-raising
activities. Other parish fund-raising income is recorded under
Control Account 1009.) |
| 1007.09 | Miscellaneous Teaching
Activity Receipts | |

1008 NET-BINGO PROCEEDS

This account shall be credited for the net proceeds from bingo games conducted by the parish or by parish organizations. Income from bingo games conducted for the support of the Elementary School should be recorded under Control Account 4009. (Under Ohio bingo regulations, organizations are required to maintain separate bank accounts. However, the bank account balance at June 30 must be included in the parish financial statements. The income reported in the annual parish financial statements should represent the net profit of the bingo games for the fiscal year ended June 30 and not only the monies transferred from the bingo bank account to the parish or school checking account. The profit of the bingo game is computed by adding the June 30 bingo bank balance to the amounts transferred during the fiscal year to this control account and then subtracting the July 1 beginning balance.)

1009 FUND-RAISING GROSS INCOME

The following sub-accounts shall be credited for the monies received from various fund-raising activities (except Bingo) conducted by parishioners or by professional fund-raising organizations. The gross amounts received will be shown separately in the parish financial statements together with the related fund-raising expenses shown under account 2706.

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|---------|-------------------------------------|
| 1009.01 | Bazaars and Festivals |
| 1009.02 | Raffles |
| 1009.03 | Building Fund-Raising
Activities |
| 1009.04 | Debt-Reduction Drives |
| 1009.05 | Other Fund-Raising
Activities |

Account Descriptions

PARISH RECEIPTS

OPERATING RECEIPTS

1010	INVESTMENT INCOME	This account shall be credited for interest or dividends received on parish bank accounts and investments.
1011	RENTAL RECEIPTS	This account shall be credited for monies received from the rental or leasing of parish buildings, facilities, and other property to individuals and entities not associated with the parish. Income received shall be offset with expenses incurred that are reasonably allocable to the rental or leasing activity such as utilities and security. (Payments made by parish organizations or units for the use of parish facilities shall be treated as donations instead of rent.)
1012	ENDOWMENT INCOME	This account shall be credited for the income earned from parish endowments even though the actual income is not transferred from the endowment fund to the parish checking accounts. Do not record in this account new endowments received from donors - only the income earned from the endowment.
1013	MISCELLANEOUS RECEIPTS	This account shall refer to monies received from various sources. Examples follow:
1013.01	Flower Collections	Credit this sub-account for flower collections received during Easter, Christmas, and other special occasions. Disbursements for altar flowers should be charged to account 2103.04.
1013.02	Book/Pamphlet Rack	Credit this sub-account for receipts made from the parish's book and pamphlet rack. Disbursements made for books and pamphlets should be charged to account 2006.02.
1013.03	Votive Lights	Credit this sub-account for votive light collections. Disbursements made for the cost of votive lights should be charged to account 2103.03.
1013.04	Catholic Universe Bulletin	Credit this sub-account for receipts relating to the sale of or contributions made by parishioners for the Catholic Universe Bulletin. Disbursements made for the cost of this newspaper should be charged to account 2006.01.
1013.05	Other Miscellaneous Receipts	Credit this sub-account for other receipts such as the sale of parish calendars that cannot be logically classified under other parish operating receipts.

Account Descriptions

PARISH RECEIPTS

EXTRAORDINARY RECEIPTS

1101 DIOCESAN SUBSIDIES

This account shall refer to non-repayable funds from the Diocese as a subsidy to assist in meeting general or specific needs of the parish.

1101.01 Operating Subsidy

This sub-account shall be credited with subsidies to meet the general operating needs of the parish. NOTE: If the Diocese deducts hospitalization, pension or other items from the gross subsidy, the full amount of the subsidy should be recorded in this account with the amounts deducted for the various purposes shown as expenses in the applicable operating expense account.

1101.02 Capital Improvements Subsidy

This sub-account shall be credited with subsidies received from the Diocese for specific approved capital projects. Note: If the Diocese pays vendors or contractors directly and no monies are sent to the parish, the Diocese will notify the parish of the amounts paid. This account should be credited for the payments made and the applicable Capital Disbursement account debited as appropriate.

1102 RECEIPTS FROM SALE OF PROPERTY

This account shall be credited with the net monies received from the sale of parish property. (Note: Before disposing of real property, the parish must obtain Diocesan approval of the proposed sale.)

1103 RECEIPTS FROM INSURANCE CLAIMS

Credit this account for the net proceeds from insurance claims of the parish.

1104 CASH TRANSFERRED FROM ELEMENTARY SCHOOL

Credit this account with the cash transferred to the parish from the elementary school. The balance in this account must always agree with the balance in account 6106 (Cash transferred to Parish). In addition, the balances in either account are not included in the parish financial report to the Diocese as the balances offset each other.

1106 DIOCESE DESIGNATED COLLECTIONS RECEIVED

Credit this account for monies collected by the parish for specific collections designated by the Diocese such as Society for the Propagation of the Faith, Catholic University, and Catholic Communications Campaign. This account should also be credited for special collections such as flood, earthquake and hurricane relief. (See account 3107 for the transmittal of these collections to the Diocese. The balances in accounts 1106 and 3107 should agree.)

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PARISH RECEIPTS

EXTRAORDINARY RECEIPTS

1108 **ADJUSTMENT FOR
UNSAID MASSES**

This account shall be credited for monies received for masses to be said. As masses are said and priests are compensated, this account should be charged with the monies paid. The balance in this account at the end of a reporting period will be shown on the financial statements as an adjustment in the cash position of the parish.

1109 **OTHER
EXTRAORDINARY
RECEIPTS**

Credit this account for extraordinary receipts received that logically do not apply to other extraordinary receipt accounts.