



*Catholic Diocese
of Cleveland*

**Account Descriptions
ELEMENTARY SCHOOL
DISBURSEMENTS**

*Parish Financial
Operations Handbook*

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

ADMINISTRATION

School "Administration" disbursements include those expenses incurred in the overall management of the school such as the principal's compensation, school office expenses, periodicals, fringe benefits, etc.

5001 SALARIES AND OTHER COMPENSATION

This account shall include the full or pro rata share of the compensation paid for the principal, assistant principal and the administrative staff in the following categories: An IRS form 1099 must be filed for nuns and sent to their religious community and an IRS Form W-2 must be filed for each lay employee. The amounts recorded under this control account should be GROSS payments and not net payments.

5001.01 Principal and Assistant - Religious

Charge this sub-account for compensation paid to religious communities for religious principals and assistant principals.

5001.02 Principal and Assistant - Lay

Charge this sub-account for the salaries of lay principals and assistant principals.

5001.03 Secretary and Bookkeeper - Religious

Charge this sub-account for the full or pro rata share of compensation paid for religious employed in the school office, including the bookkeeper and secretary.

5001.04 Secretary and Bookkeeper - Lay

Charge this sub-account for the full or pro rata share of the salaries of people employed in the school office, including the secretary and bookkeeper. Also, if the parish staff does a substantial amount of work for the school, a prorata share of their salaries should be charged to this account.

5001.05 Temporary Office Help

Charge this sub-account for compensation paid to people who work in the school office on a temporary basis.

5002 PAYROLL TAXES AND FRINGE BENEFITS

This account will include the full or pro rata share of the cost of payroll taxes and other fringe benefits paid on behalf of ALL school personnel. (See Financial Policies and Procedures Statement F-4 for guidance on allocating payroll taxes and fringe benefits to the cost center to which the cost of salaries and other compensation is charged. The method of allocation is left to the discretion of the parish/school.)

5002.01 Payroll Taxes - Employers Share

Charge this sub-account for the school share of Social Security (FICA) and Medicare taxes for lay employees employed by the school.

5002.02 Worker' Compensation

Charge this sub-account for the semi-annual Worker's Compensation payments to cover religious and lay school personnel.

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

ADMINISTRATION (Continued)

5002.03	Health Insurance	Charge this sub-account for the cost of health insurance for school religious and lay personnel. Reimbursements from employees for health, dental or vision care insurance should be credited to this account.
5002.04	Pension Expense - Religious	Charge this sub-account for pension payments made on behalf of religious personnel employed by the school.
5002.05	Pension Expense - Lay	Charge this sub-account for pension payments made to the Diocese on behalf of lay personnel employed by the school.
5002.06	Life Insurance and Weekly Indemnity	Charge this sub-account for life insurance and weekly indemnity payments made to the Diocese on behalf of school lay personnel.
5002.08	Unemployment Compensation	Charge this sub-account for payments made for Unemployment Compensation Insurance for lay school personnel.

5003

GENERAL ADMINISTRATIVE EXPENSES

This account shall refer to payments made for general administrative costs in the day-to-day operation of the school that cannot logically be allocated to a specific cost center.

5003.01	Office Supplies and Postage	Charge this sub-account for the cost of office supplies, stationery, stamps, postal meter fees, UPS charges, bank service charges, etc.
5003.02	Office Equipment Replacement, Repairs and Rentals	Charge this sub-account for the cost of replacing office equipment previously acquired. If the equipment has a useful life of over one year and an aggregate value of \$1,500 or more, the costs should be charged to the applicable Capital Disbursement account. (See Financial Policies and Procedures Statement K-1 for guidance on charging asset replacement costs to Capital Disbursements.) Also charge this sub-account with the cost of repairing or renting office equipment and equipment maintenance agreements.
5003.03	Computer Supplies and Expenses	Charge this sub-account for computer supplies, repairs and maintenance agreements. Also, this account should be charged for the cost of replacing previously acquired computer equipment, unless the equipment has a useful life of over one year and has an aggregate value of \$1,500 or more. (See Financial Policies and Procedures Statement K-1 for guidance on charging replacement costs to Capital Disbursements.)
5003.04	Telephone and Facsimile	Charge this sub-account for local and long-distance telephone services and for facsimile rentals, service and supplies. Telephone installation costs are also included here.

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

ADMINISTRATION (Continued)

5003.05 Professional Services

Charge this account for outside services provided by accountants and attorneys and by others such as payroll and computers service organizations on a contracted basis to help in school administration. (Lawn care, snow and trash removal and similar services should be charged to Plant Operation - Account 5807)

5003.06 Administrative Travel and Transportation

Charge this account for mileage payments and other authorized travel of personnel included under Account 5001 - Administrative Salaries and Other Compensation. (The Diocese generally follows IRS guidelines when determining mileage reimbursement rates.)

5004 OCE ADMINISTRATIVE FEES

Charge this account for the fees levied by the Diocese Office of Catholic Education as follows:

5004.01 OCE Assessment Fees**5004.02 Mandated Services Fees**

(Fees paid to OCE for assisting in receiving reimbursement for Mandated services from the State of Ohio.)

5005 BAD DEBTS

For those schools that have established accounts receivable accounts for unpaid tuition and similar receivables, those amounts later found to be uncollectible should be charged to this account.

5006 MEMBERSHIPS AND SUBSCRIPTIONS

Charge this account for payment of professional memberships dues and subscriptions to professional publications.

5007 WORKSHOPS, IN-SERVICE AND MEETINGS

Charge this account for payment of professional expenses of school personnel for attending workshops, seminars, meetings and in-service.

5008 FACULTY EXPENSES

Charge this account with the cost of refreshments at faculty meetings, Christmas dinners, faculty awards and gifts, etc.

5009 PUBLIC RELATIONS

Charge this account for various expenses relating to publicizing the school such as advertising in newspapers or programs.

5010 GIFTS AND DONATIONS

Charge this account for gifts and donations made to organizations on behalf of the school.

5015 MISCELLANEOUS EXPENSES

Charge this account for administrative expenses that are not properly classifiable under other accounts.

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

INSTRUCTIONAL

"Instructional" disbursements include those direct expenses incurred in teaching Elementary School students, such as teacher's compensation, teacher's fringe benefits, textbooks, teaching supplies, etc.

5101 SALARIES AND OTHER COMPENSATION

This account refers to the full or pro rata cost of compensation paid for the instructional staff of the school as described below. (Note: In those situations where teachers' salaries are paid under a contract, the gross unpaid compensation at the end of the fiscal year needs to be recorded as an "Accrued Liability". The appropriate sub-account below should be charged and Accrued Liabilities - account 0304 - credited for the gross unpaid compensation. In the subsequent school year, this entry should be reversed thereby having the entire teachers' compensation recorded in the fiscal year in which it was earned.)

5101.01 Religious Teachers

This sub-account will be charged with the compensation paid for religious sisters/brothers involved in teaching students.

5101.02 Lay Teachers

This sub-account will be charged with the salaries paid to lay personnel involved in teaching students.

5101.03 Substitute Teachers

This sub-account will be charged with the compensation paid to lay personnel employed to substitute for regular teachers. (Note - Substitute teachers normally meet the IRS definition of "employees" and FICA and income taxes should be deducted from their pay checks.)

5101.04 Teachers' Aides

This sub-account will be charged with the compensation paid to teachers' aides and other paraprofessionals involved with the instructional process. (Note - Teachers' aides normally meet the definition of employees and FICA and income taxes should be deducted from their pay.)

5102 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate pro rata share of the payroll taxes and fringe benefits to the "Instructional" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5102.01 Payroll Taxes - Employer Share

5102.02 Workers' Compensation

5102.03 Health Insurance

5102.04 Pension Expense - Religious

5102.05 Pension Expense - Lay

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

INSTRUCTIONAL (Continued)

5102.06 Life Insurance and
Weekly Indemnity

5102.08 Unemployment
Compensation

5103 INSTRUCTIONAL EXPENSES

The following sub-accounts shall be charged with the various categories of instructional costs shown below:

- 5103.01 Teaching Supplies
- 5103.02 Student Instructional
Materials
- 5103.03 Textbooks
- 5103.04 Resource Books and
Teachers' Manuals
- 5103.05 Graded Course of Study
- 5103.06 Computer Instruction
- 5103.07 Religious Instructional
Expenses
- 5103.08 Religious Activity
- 5103.09 Other Instructional
Expenses

5104 REPLACEMENT OF INSTRUCTIONAL EQUIPMENT

This account should be charged with the cost of instructional equipment. Note: If the replacement equipment has a useful life of over one year and has an aggregate cost of \$1,500 or more, the costs should be recorded as a Capital Disbursement. See Financial Policies and Procedures Statement K-1 for guidance on recording equipment costs as Capital Disbursements.

5105 INSTRUCTIONAL CONTRACTED SERVICES

Charge this account for payments made to companies such as "Music On The Move" or "S.H.A.P.E." that teach students various subjects on behalf of the school.

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

LIBRARY

"Library" disbursements include those expenses associated with the operation of the school library such as librarian compensation and fringe benefits, audio/visual costs, library books and supplies, etc.

5201 SALARIES AND OTHER COMPENSATION

This account refers to the full or prorata share of the compensation paid for the librarian and others working in the school library.

5201.01 Librarian - Religious

Charge this sub-account with the compensation paid for religious working in the school library.

5201.02 Librarian - Lay

Charge this sub-account with salaries paid to library lay personnel.

5202 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate pro rata share of the payroll taxes and fringe benefits to the "Library" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5202.01 Payroll Taxes - Employer Share

5202.02 Workers' Compensation

5202.03 Health Insurance

5202.04 Pension Expense - Religious

5202.05 Pension Expense - Lay

5202.06 Life Insurance and Weekly Indemnity

5202.08 Unemployment Compensation

5203 LIBRARY EXPENSES

Charge this account with the cost of the following items used in the school library:

5203.01 Books

5203.02 Periodicals and Magazines

5203.03 Library Supplies

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

LIBRARY - (Continued)

5203.04 Replacement of Library Equipment

(See Financial Policies and Procedures Statement K-1 for guidance on whether the equipment replacement costs should be recorded as a Capital Disbursement.)

5203.09 Other Library Expenses

5204 AUDIO/VISUAL EXPENSES

This account shall be charged with various audio/visual expenses at the school as follows:

5204.01 Audio/Visual Supplies

5204.02 Repairs of Audio/Visual Equipment

5204.03 Film Strips

5204.04 Replacement of Audio/Visual Equipment

(See Financial Policies and Procedures Statement K-1 for guidance on whether the equipment replacement costs should be recorded as a Capital Disbursement.)

5204.09 Other Audio/Visual Expenses

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

STUDENT SERVICES

"Student Services" disbursements include payments made for student extracurricular activities such as athletics, field trips, band and chorus, health services and safety patrol. Also, the full or pro rata share of the cost of those involved in providing Student Services are recorded here.

5301 SALARIES AND OTHER COMPENSATION

Charge this account for the full or pro rata share of compensation paid for personnel involved in Student Services activities such as playground aides.

5301.01 Religious

5301.02 Lay

5302 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate pro rata share of the payroll taxes and fringe benefits to the "Student Services" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5302.01 Payroll Taxes -
Employer Share

5302.02 Workers' Compensation

5302.03 Health Insurance

5302.04 Pension Expense -
Religious

5302.05 Pension Expense - Lay

5302.06 Life Insurance and
Weekly Indemnity

5302.08 Unemployment
Compensation

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

STUDENT SERVICES (Continued)

5303 EXTRACURRICULAR EXPENSES

The disbursements associated with Student Services should be charged to the following sub-accounts to which they apply:

- 5303.01 Athletics and Coaching
- 5303.02 Band, Chorus and Plays
- 5303.03 Guidance Costs
- 5303.04 Safety Patrol
- 5303.05 Student Council
- 5303.06S Port Fees
- 5303.07 Student Insurance
- 5303.08 Field Trips and Assemblies
- 5303.09 Awards and Gifts to Students
- 5303.10 Bookstore
- 5303.11 Other

5304 HEALTH SERVICE EXPENSE

This account should be charged with the disbursements made in providing health services at the school.

- 5304.01 Health Service Supplies
- 5304.02 Health Service Equipment Repairs
- 5304.03 Medical/Dental Fees
- 5304.04 Replacement of Health Service Equipment
- 5304.09 Other Health Service Expenses

(See Financial Policies and Procedures Statement K-1 for guidance on whether the equipment replacement costs should be recorded as a Capital Disbursement.)

5315 MISCELLANEOUS EXPENSES

This account should be charged with Student Services expenses that are not otherwise provided for in the Student Services accounts.

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

SCHOOL-SPONSORED FOOD PROGRAMS

"School-Sponsored Food Programs" disbursements include those expenses incurred in the operation of food programs sponsored by the school. The costs of operating the Government's Food Services programs that are controlled by the Diocese Office of Catholic Education should not be charged to these accounts.

5401 SALARIES AND OTHER COMPENSATION

Charge this account for the full or pro rata share of compensation paid for personnel involved in providing food services at the school.

5401.01 Religious

5401.02 Lay

5402 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate pro rata share of the payroll taxes and fringe benefits to the "School-Sponsored Food Programs" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5402.01 Payroll Taxes - Employer Share

5402.02 Workers' Compensation

5402.03 Health Insurance

5402.04 Pension Expense - Religious

5402.05 Pension Expense - Lay

5402.06 Life Insurance and Weekly Indemnity

5402.08 Unemployment Compensation

5403 FOOD COSTS

Charge this account for the cost of food purchased for the school as follows:

5403.01 Milk

5403.02 Lunch Food

5403.03 Miscellaneous Food

Account Descriptions
ELEMENTARY SCHOOL DISBURSEMENTS
OPERATING DISBURSEMENTS
SCHOOL-SPONSORED FOOD PROGRAMS (Continued)

5404	OTHER FOOD PROGRAM EXPENSES
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This account is to be charged for other food program expenses as follows:

- | | |
|----------------|--|
| 5404.01 | Utilities |
| 5404.02 | Rent |
| 5404.03 | Replacement of Food
Program Equipment |
| 5404.04 | Maintenance of Food
Program Equipment |
| 5404.05 | Miscellaneous Food
Program Expenses |

(See Financial Policies and Procedures Statement K-1 for guidance on whether the equipment replacement costs should be recorded as a Capital Disbursement.)

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

STUDENT TRANSPORTATION

"Student Transportation" disbursements include those expenses involved in transporting students to various locations and activities.

5501 SALARIES AND OTHER COMPENSATION

Charge this account for the full or pro rata share of compensation paid for drivers and other personnel involved in providing transportation for students on field trips, to athletic activities or to other school functions:

5501.1 Religious

5501.2 Lay

5502 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate pro rata share of the payroll taxes and fringe benefits to the "Student Transportation" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5502.01 Payroll Taxes -
Employer Share

5502.02 Workers' Compensation

5502.03 Health Insurance

5502.04 Pension Expense -
Religious

5502.05 Pension Expense - Lay

5502.06 Life Insurance and
Weekly Indemnity

5502.08 Unemployment
Compensation

Account Descriptions
ELEMENTARY SCHOOL DISBURSEMENTS
OPERATING DISBURSEMENTS
STUDENT TRANSPORTATION

**5504 OTHER STUDENT
TRANSPORTATION
EXPENSES**

The cost of the various Student Transportation expenses should be charged to the following accounts:

- 5504.01 Vehicle Leasing**
- 5504.02 Vehicle Replacement**
- 5504.03 Vehicle Gasoline and Oil**
- 5504.04 Vehicle Repairs
and Maintenance**
- 5504.05 Local Bus Transportation**
- 5504.06 Contracted
Transportation**
- 5504.07 Insurance**
- 5504.09 Miscellaneous Student
Transportation Expenses**

(See Financial Policies and Procedures Statement K-1 for guidance on whether the vehicle replacement costs should be recorded as a Capital Disbursement.)

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

LATCH-KEY PROGRAM

"Latch-Key Program" disbursements are those expenses involved in the operation of the program such as compensation, activity expenses, and supplies.

5601 SALARIES AND OTHER COMPENSATION

This account should be used to record the full or pro rata share of the compensation paid for Latch-Key Program personnel.

5601.01 Religious

5601.02 Lay

5602 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate pro rata share of the payroll taxes and fringe benefits to the "Latch-Key Program" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5602.01 Payroll Taxes -
Employer Share

5602.02 Workers' Compensation

5602.03 Health Insurance

5602.04 Pension Expense -
Religious

5602.05 Pension Expense - Lay

5602.06 Life Insurance and
Weekly Indemnity

5602.08 Unemployment
Compensation

5603 OTHER LATCH-KEY PROGRAM EXPENSES

Charge this account with other Latch-Key Program expenses.

5603.01 Activity Expenses

5603.02 Supplies

5603.03 Replacement of
Equipment

(See Financial Policies and Procedures Statement K-1 for guidance on whether the equipment replacement costs should be recorded as a Capital Disbursement.)

5603.09 Miscellaneous Latch-Key
Program Expenses

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

PRE-SCHOOL PROGRAM

"Pre-School Program" disbursements include expenses involved in the operation of the program such as compensation and fringe benefits and teaching supplies.

5701 SALARIES AND OTHER COMPENSATION

Charge this account with the full or pro rata share of the compensation for Pre-School Program personnel:

5701.01 Religious

5701.02 Lay

5702 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate prorata share of the payroll taxes and fringe benefits to the "Pre-School Program" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5702.01 Payroll Taxes -
Employer Share

5702.02 Workers' Compensation

5702.03 Health Insurance

5702.04 Pension Expense -
Religious

5702.05 Pension Expense - Lay

5702.06 Life Insurance and
Weekly Indemnity

5702.08 Unemployment
Compensation

5703 OTHER PRE-SCHOOL PROGRAM EXPENSES

This account should be charged with the other expenses associated with the cost of operating the Pre-School Program:

5703.01 Instructional Expenses

5703.02 Activity Expenses

5703.03 Supplies

5703.04 Replacement of
Equipment

(See Financial Policies and Procedures Statement K-1 for guidance on whether the equipment replacement costs should be recorded as a Capital Disbursement.)

5703.05 Telephone

5703.06 Workshops

5703.07 Administrative Expenses

5703.09 Miscellaneous Pre-School
Program Expenses

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

PLANT OPERATION

"Plant Operation" disbursements include those related to the cost of operating and maintaining school facilities such as the school building, grounds and parking lots. Many of the plant operation expenses incurred involve both the Parish and the Elementary School, requiring cost allocations between the two categories.

5801 SALARIES

This account shall refer to the salaries or pro rata share of salaries paid for maintenance and janitorial employees, security guards, etc.

5801.01 Maintenance and Janitorial - Religious

This sub-account is to be charged with the school share of the compensation for religious personnel involved in maintenance and janitorial duties.

5801.02 Maintenance and Janitorial - Lay

This sub-account is to be charged with the school share of the salaries of lay maintenance and janitorial personnel.

5801.03 Security

This sub-account is to be charged with the school share of the salaries paid to security guards. (Note - the cost of guards working under a security contract with an outside company should be charged to sub-account 5807.03 below.)

5802 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate pro rata share of the payroll taxes and fringe benefits to the "Plant Operation" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5802.01 Payroll Taxes - Employer Share

5802.02 Workers' Compensation

5802.03 Health Insurance

5802.04 Pension Expense - Religious

5802.05 Pension Expense - Lay

5802.06 Life Insurance and Weekly Indemnity

5802.08 Unemployment Compensation

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

PLANT OPERATION (Continued)

5807 CONTRACTED SERVICES

This account shall refer to the payments made for the school share of the cost of contracted services for work by non-employees, independent contractors, and service companies. (Unless the entity under contract is a corporation, an IRS Form 1099 is usually required.)

5807.01 Equipment Maintenance

Charge this sub-account for payments made for servicing school equipment other than that used in the school office - see account 5003.

5807.02 Repairs and Maintenance

Charge this sub-account for the school share of repairs to buildings, boilers, parking lots, etc. provided by independent electricians, plumbers and others not employees of the parish or school. If the cost of repairs or renovations exceed \$1,500 and are expected to last more than one year, they should be recorded as Capital Disbursements - see Capital Disbursement accounts 6002 to 6006. Also, see Financial Policies and Procedures Statement K-1 for guidance on charging equipment replacement costs to Capital Disbursements.

5807.03 Security Services

Charge this sub-account with the school share of contracted security guards and security systems.

5807.04 Janitorial Services

Charge this sub-account with the school share of the cost of janitorial services provided by independent contractors.

5807.05 Trash Removal Services

Charge this sub-account with the school share of the cost of trash removal provided by a municipality or independent contractor.

5807.09 Other Contracted Services

Charge this sub-account with the cost of contracted repairs and maintenance services, such as pest control, not provided elsewhere in this section.

5808 UTILITIES

Charge this account for the school share of utility costs segregated into the following sub-accounts:

5808.01 Electricity

5808.02 Gas, Heating Oil and Steam

5808.03 Water

5808.04 Sewer

5808.05 Other

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

PLANT OPERATION (Continued)

5809 PLANT OPERATION SUPPLIES

This account shall refer to payments made for the school share of the cost of supplies used in the maintenance and operation of school facilities.

5809.01 Housekeeping Supplies

Charge this sub-account for the cost of day-to-day supplies used in operation of the school such as janitorial supplies (mops, waxes, brooms, etc.), electrical items (cords, light bulbs, fuses, etc.), small tools, soap, paper towels, and minor spare parts.

5809.02 Maintenance Supplies

Charge this sub-account for the cost of materials purchased for repairs and minor construction projects done by the janitorial and maintenance staff. The materials purchased would include lumber, paint, dry wall, tile, etc. Note: If the cost of a project exceeds \$1,500 (including the gross wages of the personnel) and the useful life of the project exceeds one year, the cost of supplies and labor should be charged Capital Disbursements. See Financial Policies and Procedures Statement K-1 for guidance on recording Capital Disbursements.

5810 RENTAL OF FACILITIES AND EQUIPMENT

This account should be charged with the school share of the cost of renting buildings and equipment used in school activities, except those rental expenses included under school office expenses - see account 5003.

5811 REPLACEMENT OF EQUIPMENT

This account should be charged with the cost of replacing Plant Operation equipment previously acquired, except for those items included under General Administrative Expenses - see account 5003. Note: if the replacement equipment has a useful life of over one year and has an aggregate cost of \$1,500 or more, the costs should be recorded as a Capital Disbursement. See Financial Policies and Procedures Statement K-1 for guidance on recording equipment replacement costs as Capital Disbursements.

5812 PROPERTY AND CASUALTY INSURANCE

This account should be charged with the school share of the cost of property and casualty insurance paid annually to DISC. (Workers' Compensation insurance should be charged to sub-account 5002.02.)

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

PLANT OPERATION (Continued)

5813 SCHOOL VEHICLE EXPENSES

This account shall refer to the cost of operating and maintaining vehicles for the general use of the school or by faculty members. (Note: Those vehicle costs associated with the transportation of students should be recorded under "Student Transportation" - sub-accounts 5501 to 5504.):

5813.01 Vehicle Leases

This sub-account will be charged with the cost of leasing autos, vans and other vehicles used for general school purposes.

5813.02 Vehicle Upkeep and Maintenance

This sub-account should be charged with the cost or pro rata share of the cost of upkeep and maintenance (gas, oil, tires, etc.) of vehicles used by the school.

5813.03 Vehicle Replacement

This sub-account should be charged with the cost of replacing vehicles owned by the school. Note: In most cases, the cost of replacing a vehicle should exceed \$1,500 and have a useful life of more than one year. In this event, the replacement costs should be charged to Capital Disbursement sub-account 6005.08. See Financial Policies and Procedures Statement K-1 for guidance on recording replacement costs as Capital Disbursements.

5814 PROPERTY TAXES

This account shall be charged with the cost of property taxes on property used by the school.

5815 MISCELLANEOUS PLANT OPERATION EXPENSES

This account should be charged with Plant Operation expenses not properly chargeable to other expense accounts.

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

FACULTY RESIDENCE

"Faculty Residence" disbursements include the wide variety of expenses involved in the operation of the Faculty Residence such as utilities, repairs, property taxes, property insurance and telephone.

5901 SALARIES AND OTHER COMPENSATION

This account will be charged with the full or pro rata share of compensation paid to personnel engaged in the operation and maintenance of the Faculty Residence.

5901.01 Religious

5901.02 Lay

5902 PAYROLL TAXES AND FRINGE BENEFITS

This account (and related sub-accounts) will be used by the schools to allocate the appropriate pro rata share of the payroll taxes and fringe benefits to the "Faculty Residence" cost center. Use of the following sub-accounts, more fully described under account 5002, are encouraged:

5702.01 Payroll Taxes -
Employer Share

5702.02 Workers' Compensation

5702.03 Health Insurance

5702.04 Pension Expense -
Religious

5702.05 Pension Expense - Lay

5702.06 Life Insurance and
Weekly Indemnity

5702.08 Unemployment
Compensation

5906 TELEPHONE

This account should be charged with the cost of telephone service for the Faculty Residence.

5907 CONTRACTED SERVICES

This account will be charged with the Faculty Residence share of services contracted for the operation and maintenance of the Faculty Residence. (See account 5807 above for a fuller description of the disbursements that should be recorded in this account.)

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OPERATING DISBURSEMENTS

FACULTY RESIDENCE (Continued)

5908 UTILITIES

Charge this account for the faculty residence share of the utility costs segregated into the following sub-accounts:

- 5908.01 Electricity
- 5908.02 Gas, Heating Oil and Steam
- 5908.03 Water
- 5908.04 Sewer
- 5908.05 Other

5909 FACULTY RESIDENCE SUPPLIES

This account shall refer to payments made for the Faculty Residence share of the cost of supplies used in the maintenance and operation of the residence.

- 5909.01 Housekeeping Supplies

Charge this account for the cost of day-to-day supplies used in operation of the faculty residence such as janitorial supplies (mops, waxes, brooms, etc.), electrical items (cords, light bulbs, fuses, etc.), small tools, soap, paper towels, and minor spare parts.

- 5909.02 Maintenance Supplies

Charge this account for the cost of materials purchased for repairs and minor construction projects done by the janitorial and maintenance staff. The materials purchased would include lumber, paint, dry wall, tile, etc. Note: If the cost of a project exceeds \$1,500 (including the gross wages of the personnel) and the useful life of the project exceeds one year, the cost of supplies and labor should be charged Capital Disbursements. See Financial Policies and Procedures Statement K-1 for guidance on recording Capital Disbursements.

5910 RENT EXPENSE

This account should be charged for the rent payments made for the home of faculty members at a residence other than one owned by the parish or school.

5911 FURNITURE AND EQUIPMENT REPLACEMENT

This account should be charged with the cost of replacing Faculty Residence furniture and equipment previously acquired. Note: If the replacement furniture and equipment has a useful life of over one year and has an aggregate cost of \$1,500 or more, the costs should be recorded as a Capital Disbursement. See Financial Policies and Procedures Statement K-1 for guidance on recording equipment replacement costs as Capital Disbursements.

Account Descriptions
ELEMENTARY SCHOOL DISBURSEMENTS
OPERATING DISBURSEMENTS
FACULTY RESIDENCE (Continued)

5912	PROPERTY AND CASUALTY INSURANCE	Charge this account with the Faculty Residence share of property and casualty insurance paid to DISC.
5913	FACULTY VEHICLE EXPENSES	This account should be charged for the cost of operating vehicles of religious faculty members including gas, oil, tires, repairs, leasing and insurance.
5914	PROPERTY TAXES	Charge this account with the cost of property taxes on the Faculty Residence.
5915	MISCELLANEOUS EXPENSES	This account should be charged with the cost of disbursements related to the operation of the Faculty Residence which are not properly chargeable elsewhere.

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

EXTRAORDINARY DISBURSEMENTS

CAPITAL DISBURSEMENTS

School "Capital Disbursements" cover the initial acquisition of real property (i.e. Land, buildings, etc.) or personal property (i.e. Furniture, equipment, etc.) acquired through purchase or donation. When property is donated to the school, the applicable Capital Disbursement account should be charged for the fair market value or the donor's basis of the donated property, whichever is less. Normally, when an asset is replaced the cost is charged to an operating disbursement account unless the useful life of the replacement exceeds one year and the costs involve \$1,500 or more. See Financial Policies and Procedures Statement K-1 for guidance on recording the replacement costs as Capital Disbursements.

6001 LAND

This account shall be charged for the purchase acquisition price paid for land.

6002 LAND IMPROVEMENTS

This account should be charged for payments for major improvements on school real property such as roads, parking lots, sewers and landscaping. Normal maintenance to these improvements should be charged to the applicable maintenance expense account.

6003 BUILDING AND ADDITIONS

This account should be charged for payments made for the acquisition or construction of new buildings including additions made to existing buildings that would change the function or increase the square footage of the building.

6004 BUILDING REMODELING, IMPROVEMENTS AND MAJOR REPAIRS

Charge this account for payments made for major repairs, alterations, improvements and remodeling of school buildings for the purpose of extending their useful life or to change the buildings to make them more useful or desirable.

6005 VEHICLES, EQUIPMENT AND FURNITURE

The following accounts should be charged with the cost of new vehicles, equipment and furniture purchased by the school:

- 6005.01 Teaching Aids
- 6005.02 Classroom Furniture
- 6005.03 Library and Equipment
- 6005.04 Audip/Visual Equipment
- 6005.05 Office Furniture and Equipment
- 6005.06 Computers and Related Equipment

Account Descriptions
ELEMENTARY SCHOOL DISBURSEMENTS
EXTRAORDINARY DISBURSEMENTS
CAPITAL DISBURSEMENTS (Continued)

6005.07 Machinery and
Equipment
6005.08 Vehicles
6005.09 Other

6006 FACULTY RESIDENCE

This account shall be charged for the amounts spent for the acquisition, expansion or improvement of the Faculty Residence as well as for the furniture and equipment for the residence.

6006.01 Building, Additions and
Improvements
6006.02 Furniture and Equipment

Account Descriptions

ELEMENTARY SCHOOL DISBURSEMENTS

OTHER EXTRAORDINARY DISBURSEMENTS

6105	INSURANCE SETTLEMENT EXPENSES
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Charge this account with the costs of repairs arising from storms, fires, etc. that are covered by insurance. (Credit receipts from insurance claims to account 4104.)

6106	CASH TRANSFERRED TO PARISH
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Charge this account for cash transferred from the school bank account to the parish. The balance in this account must always agree with the balance in account 1104 (Cash transferred from Elementary School). In addition, the balances in either account are not included in the parish financial report to the Diocese as the balances offset each other.

6109	REMOVAL OF UNDERGROUND TANKS
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This account shall be charged with costs associated with the removal of underground storage tanks, including moving contaminated materials to special landfills.

6110	REMOVAL OF ASBESTOS
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This account shall be charged with the costs incurred for the removal of asbestos from the school building and faculty residence.

6111	MISCELLANEOUS EXTRAORDINARY DISBURSEMENTS
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This account shall be charged with non-operating disbursements not properly chargeable to other accounts. Credit this account for extraordinary receipts that logically do not apply elsewhere.