

**Diocese of Yakima  
Recommended Chart of Accounts**

**Effective: 7/1/2015**

**Additional accounts should be added as needed using using 3 digits as follows:**

- 1xx - Assets
- 2xx - Liabilities
- 3xx - Net Assets
- 5xx - Revenue
- 6xx or 7xx - Expenses

<b>New Account #</b>	<b>Old Account # / Description</b>	<b>Description</b>	<b>Examples / Notes</b>
<b>ASSETS</b>			
100	BEGINNING BAL CHECKING	CASH - CHECKING	Checking accounts should be reconciled with the bank statements every month.
101	BEGINNING BALANCE	CASH-OTHER	Checking accounts should be reconciled with the bank statements every month.
102		CASH-ST VINCENT	Checking accounts should be reconciled with the bank statements every month.
103		CASH-OCTOBERFEST	Checking accounts should be reconciled with the bank statements every month.
104		CASH-OTHER	Checking accounts should be reconciled with the bank statements every month.
105	DIOCESE SAVINGS W/D	CASH - SAVINGS	Savings accounts held by the institution (should not include Diocese savings). Deposits to/withdrawals from savings should flow through this account and it should be reconciled with the bank statements every month.
106		CASH-ALTAR SOCIETY	Checking accounts should be reconciled with the bank statements every month.
107		CASH-GROTTO	Checking accounts should be reconciled with the bank statements every month.
108		CASH-OTHER	Checking accounts should be reconciled with the bank statements every month.
120		ACCOUNTS RECEIVABLE	Amounts owed to institution but not yet received
130		NOTE RECEIVABLE	Amounts owed to institution but not yet received
150	FIXED ASSETS	FIXED ASSETS	Property purchased for the specific use of the institution that cost \$500 or more, including Land, Building & Improvements, Auto, Equipment, and Office Equipment Capital improvements to property over \$500.
160		OTHER ASSETS	
180		PREPAID EXPENSES	Expenses paid before they are actually incurred, for example, pre-payment of insurance premiums for policy period that extends beyond the current fiscal year
<b>LIABILITIES</b>			
200		ACCOUNTS PAYABLE	Expenses incurred but not yet paid
203		DEPOSITS	
204		OTHER PAYABLES	
215		UNEARNED REVENUE	
220		PAYROLL TAXES PAYABLE	FICA, Medicare and L&I expenses incurred but not yet paid, including amounts withheld from gross wages of
225		INSURANCE PREMIUMS	Amounts withheld from employees wages for insurance premiums
230		RETIREMENT DEFERRALS	Amounts withheld from employees wages for retirement deferrals
250		NOTES PAYABLE	Principal balance owing for building and/or equipment/auto loans
255		DIOCESAN LOANS	Balance owing on loans from Diocese
256	505 DIOCESAN COLLECT.	DIOCESAN COLLECTIONS	Misc. Diocesan collections
260	505A CAPITAL CAMPAIGN	CAPITAL CAMPAIGN	Funds received/paid for the Capital Campaign

<b>New Account #</b>	<b>Old Account # / Description</b>	<b>Description</b>	<b>Examples / Notes</b>
265	506 CATHOLIC CHARITIES	CATHOLIC CHARITIES	Funds received/paid for Catholic Charities and/or Capital Campaign
270	507 ACA INCOME	ACA INCOME/TO DIOCESE	Funds received/paid for the Annual Catholic Appeal
275		CUSTODIAL LIABILITY	Special collections or fundraisers for other organizations outside of parish programs
276		DEPOSITS	
<b>NET ASSETS</b>			
300		NET ASSETS	Also referred to as "Equity" or "Net Worth". It is simply the difference between total assets minus total liabilities. Net profits from each fiscal period accumulate into net assets.
<b>INCOME</b>			
500	501 TUITION / CURRENT YEAR	TUITION/CURRENT YEAR	Tuition received for the current school year
501	501 SUNDAY COLLECTIONS	SUNDAY COLLECTIONS	Funds received in the weekly Sunday collections
502	502 HOLY DAYS	HOLY DAYS	Extra collections taken on Holy Days (Christmas, All Souls Day, etc.)
503	503 SPECIAL PARISH COL	SPECIAL PARISH COL	Collections taken for specified parish needs
504	503A BUILDING FUND	BUILDING FUND	Special collections taken or donations received for the purpose of building and maintenance
505	503B GIFTS/BEQUESTS	GIFTS/BEQUESTS/DONATIONS	Bequests are funds received from wills or memorials
506	504 STOLE FEES	STOLE FEES	Funds received from ceremonial services, such as weddings and funerals
507	PREVIOUS YEAR	TUITION/PREVIOUS YEAR	Tuition received for the previous school year
508	508 ACA REBATE	ACA REBATE	Rebate received from the Diocese for Annual Catholic Appeal donations over and above the goal set for the parish
509		GRANTS	Other grants received
510		DIOCESAN GRANTS	Grants received from the Diocese
511	502 REGISTRATION FEES	REGISTRATION FEES	Registration fees received
512	503 PARISH SUBSIDY	PARISH SUBSIDY	Funds received from the parish(es) for their support of the Catholic education
513	504 DEVELOPMENT FUND	DEVELOPMENT FUND	Income received for Development Fund
514	514 PROPERTY SALES	PROPERTY SALES	Funds received from the sale of property. The cost of property sold should be removed from the fixed asset account to result in net gain or loss on the sale.
515	505 FUND RAISERS	FUNDRAISERS	Income received from fundraisers
516	516 NOTES/INTEREST	NOTES/INTEREST EARNED	Interest payments received from loans to others
517	BANK INTEREST	BANK/INTEREST EARNED	Interest earned on checking and/or savings accounts
518	518 REIMBURSEMENT	REIMBURSEMENT	Funds reimbursed to the parish
519	MISC. INCOME	MISC INCOME	Misc income received
520	519A Religious Education	RELIGIOUS EDUCATION	Funds rec'd for religious education
521	506 RENT INCOME	RENT INCOME	Rent received from tenant(s)
522	SALE OF GRAVES	SALE OF GRAVES	Sale of graves
523	ANNUAL CARE	ANNUAL CARE	
524		PROGRAM INCOME	Income received from specific programs
525		ACA INCOME	Funds received from the Annual Catholic Appeal
526	PERPETUAL CARE	PERPETUAL CARE	
527		RELIGIOUS ARTICLES	Income from sale of religious items (rosary cards, prayerbooks, statues, medals, etc.)
528		DIOCESAN SUBSIDY	Funds received from Diocese from Vicars/Directors of programs and ministries
529		PARISH FUNDRAISERS	Funds from events/activities/programs meant to go to parish
530		PREPARATION CLASSES	Funds received from classes for marriage, baptism, etc.
531		VOTIVE CANDLES/FLOWERS	Funds rec'd for candles and flowers

New Account #	Old Account # / Description	Description	Examples / Notes
532		ALTAR SOCIETY	Funds rec'd for parish Altar Society
533		PARISH PROGRAMS	Funds rec'd for parish programs such as special charities or ministries (not religious ed)
534		Gain/(Loss) CRP Savings	Changes in CRP savings account other than interest
535		ENDOWMENT INCOME	
536		CAFETERIA	
537		ACTIVITY FEE	
538		YOUTH GROUP	
539		SCHOOL BUS	
540		MISSIONS/RETREATS	
541		OTHER GRANTS	
<b>EXPENSES</b>			
600	601 DIOCESANUM	DIOCESANUM	Funds paid to the Diocese, based on the amount of Sunday collections
601	602 LIABILITY INS.	LIABILITY INS.	Payments made for Liability Insurance premiums
602	602A CCD STUDENT INS	CCD STUDENT INS	Payments made for Student Liability Insurance premiums
603	603 FIRE & PERIL INS.	FIRE & PERIL INS.	Payments made for Fire & Peril Insurance premiums
604	603 EMPLOYEE HEALTH INS.	EMPLOYEE HEALTH INSURANCE	Payments made for Employee Health Insurance premiums
605	605 CLERGY HEALTH/SUPP	CLERGY HEALTH/SUPP	Payments made for Clergy Health Insurance/Supplemental Health premiums
606	605A CLERGY LTC INS	CLERGY LTC INS	Payments made for Clergy Long-term care Insurance premiums
607	606 CLERGY RETIREMENT	CLERGY RETIREMENT	Payments made for Clergy Retirement
608	INTEREST	INTEREST EXPENSE	Interest portion of loan payments. Principal portion should be applied to accounts starting with "2" noted above in liabilities.
609	608A DIOCESAN FOUND.	DIOCESAN FOUND.	Donations forwarded to Diocese for Diocesan Foundation
610	201 SALARIES - CLERGY	SALARIES (CLERGY)	Gross wages paid to Clergy (amounts withheld for FICA, Medicare, Insurance and/or retirement deferrals should be posted to the respective liability account noted above)
611	501 OFFICE RENT	OFFICE RENT	Rent paid for office space
612	612 STEWARDSHIP	STEWARDSHIP	
613	613 ENDOWMENT FUND	ENDOWMENT FUND	
614	504 PRINTING/PUBLICATION	PRINTING/PUBLICATION	Printing and publication expenses
615		POSTAGE	Postage expenses
616	705 BOOKS & SUPPLIES	BOOKS AND SUPPLIES/PROGRAM	Cost of books and supplies
617	507 LIBRARY, AUDIO VISUAL	LIBRARY, AUDIO-VISUAL	Cost of books, supplies, etc.
618	508 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES	Payments made to individuals (not employees) for services rendered for building and grounds, reportable on IRS Form 1099
619	509 PROFESSIONAL FEES	PROFESSIONAL FEES	Payments made for professional services
620	OPERATING EXPENSE	OPERATIONS EXPENSE	
622		CLASSES/RETREATS	
701	701 RECTORY EXPENSES	RECTORY EXPENSES	Expenses incurred for the maintenance of the rectory, including groceries and supplies
702	702 REPAIRS & MAINT	REPAIRS & MAINT	Repair and maintenance for building, grounds and equipment
703	703 TRAVEL EXPENSE	CONF/TRAVEL EXPENSE	Payments made for reimbursement of travel expenses in conjunction with the parish-related travel
704		AUTO EXP & MILEAGE	repair and maintenance for automobiles
705	WAGES	SALARIES (GROSS)	Payments made for the reimbursement of mileage for program related
706	706 CHURCH SUPPLIES	CHURCH SUPPLIES	Gross wages paid to employees (amounts withheld for FICA, Medicare, Insurance and/or retirement deferrals)
707	502 TELEPHONE/UTILITIES	TELEPHONE/UTILITIES	Expenses incurred for the operation of the church
707		TELEPHONE/UTILITIES	Telephone, electricity, gas, water, sewer, garbage, cable, internet
708		INSURANCE (OTHER)	Other insurance premiums

<b>New Account #</b>	<b>Old Account # / Description</b>	<b>Description</b>	<b>Examples / Notes</b>
709	TAXES	FICA	institution's portion of FICA and Medicare taxes paid
710	TAXES	STATE INDUSTRIAL	State industrial (L&I) taxes paid
711		EMPLOYEE RETIREMENT	Employer portion of employee retirement
712		OFFICE EXPENSE	Expenses incurred by the institution office
713	712 GIFTS & DONATIONS	GIFTS & DONATIONS	Gifts or donations made by the parish
714	713 SCHOOL SUBSIDY	SCHOOL SUBSIDY	Payments made by the parish for Catholic School support
715	714 REL. ED. EXPENSES	REL. ED. EXPENSES	Expenses incurred for Religious Education
716	DIOCESE SAVINGS INT.	DIOCESAN LOAN INTEREST	Interest portion of payments made on loans from Diocese
717	716 PROPERTY TAX	PROPERTY TAX	Amounts paid for property taxes
718		EXCISE TAX	Excise tax paid
719		SUTA	State unemployment insurance premiums paid by employer
720	MISC	MISC EXPENSES	Other expenses
721		Bank Fees	Services charges, fees, etc.
722		PROF FEES	
725		FINANCIAL AID	
727		EXCHANGES	
800	800 SPECIAL ACCOUNTS	SPECIAL ACCOUNTS	Other expenses
900		Ministry Checking Gain/(Loss)	St. Joseph Yakima
901		St. Vincent Checking Gain/(Loss)	St. Joseph Yakima
902		TRANSFERS HOLDING	