



Catholic Diocese of Columbus

Policy Guideline

Diocesan Parish School All

202.3 - Financial Reports – Agencies & Institutions

Statement of Financial Position

The Statement of Financial Position is to be generated directly from the Office, Agency or Institution accounting system. For each asset and liability, the Statement of Financial Position will show, at a minimum, the balance at the end of the current period. The following reflects the required format of the report.

Current Period Balance

ASSETS

Checking & Savings

100 - Operating Checking account

101 - PAF Savings account

Total Checking & Savings

Accounts Receivable

110 – Accounts Receivable

115 – Uncollectible Accounts Receivable

Total Accounts Receivable

Other Current Assets

120 – Prepaid Expenses

125 – Inventory

Total Other Current Assets

Total Current Assets

Fixed Assets

180 – Negotiable Real Estate

181 – Cost – Institutional Real Estate

191 – Accumulated Depreciation – Institutional Real Estate

Total Institutional Real Estate

182 – Land – Future Parish Sites

183 – Cost - Automobiles

193 – Accumulated Depreciation - Automobiles

Total Automobiles



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184 – Cost - Vestments
194 – Accumulated Depreciation - Vestments
Total Vestments

185 – Cost – IT Equipment
195 – Accumulated Depreciation – IT Equipment
Total IT Equipment

186 – Cost – Furniture & Fixtures
196 – Accumulated Depreciation – Furniture & Fixtures
Total Furniture & Fixtures

187 – Cost – Building Improvements
197 – Accumulated Depreciation – Building Improvements
Total Building Improvements

Total Fixed Assets

Other Assets
130 – Beneficial Interest – Catholic Foundation
135 – Outside Foundations
Total Other Assets

Total Assets

LIABILITIES

Current Liabilities

Accounts Payable
200 – Accounts Payable
220 – Employee Benefit Insurance Withheld
221 – Payroll Taxes Withheld
222 – Pension Payments Withheld
223 – Other Payroll Withholdings
225 – Employee Benefit Insurance – Employer Share
226 – Payroll Taxes – Employer Share
227 – Pension Payments – Employer Share
228 – Other Payroll Liabilities – Employer Share
Total Accounts Payable



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Deferred Revenue
 225 – Deferred Income
 Total Deferred Revenue
 Total Current Liabilities

Long Term Liabilities
 230 – Loans/Notes Payable
 Total Long Term Liabilities
 Total Liabilities

EQUITY

Net Assets
 350 – Permanently Restricted Net Assets
 355 – Temporarily Restricted Net Assets
 360 – Obligated Unrestricted Net Assets
 3900 – Unrestricted Net Assets
 Net Income

Total Equity

Total Liabilities and Equity

Statement of Activity - Operating

The Statement of Activity is to be generated directly from the Office, Agency or Institution accounting system. For each income and expense item, the Statements of Activity will show, at a minimum, the activity for the current fiscal quarter, the budget for the fiscal quarter, the activity for the fiscal year to date, the budget for the fiscal year to date, and the budget for the full fiscal year. The following reflects the required format of the report.

	Current Quarter <u>Activity</u>	Current Quarter <u>Budget</u>	YTD <u>Activity</u>	YTD <u>Budget</u>	Fiscal Year <u>Budget</u>
Income					
400 – Service Program Fees					
401 – Seminar and Meeting Fees					
402 – Membership Fees					
403 – Organizations Contributions					



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- 404 – Parish or Parish Societies
- 405 – Special Collections
- 406 – Fund-Raising Activities (Net)
- 407 – Special Fund Drives (Net)
- 408 – Special Gifts or Donations
- 409 – Merchandise Sales
- 410 – Chapel Income
- 412 – Other Office/Agency Income
- 420 – Public Agency Support – United Way
- 430 – Public Agency Support – City
- 440 – Public Agency Support – County
- 450 – Public Agency Support – State
- 460 – Public Agency Support – Federal
- 470 – Diocesan Support Received (Net)
- 499 – Net Assets Released From Restriction

Total Income

EXPENSE

- 500 – Administrative Salaries
- 501 – Office Salaries
- 502 – Staff Salaries
- 503 – Counseling Salaries
- 504 – Maintenance Salaries
- 505 – Household Salaries
- 506 – Nursing Salaries
- 507 – Casual Labor & Contracted Fees
- 515 – Social Security (Employer's Share)
- 516 – Diocesan Pension Plan
- 517 – Life and Health Costs
- 518 – Worker's Compensation
- 519 – Housing Allowances
- 520 – Transportation Allowances
- 521 – Other Pension Programs and Allowances
- 522 – Unemployment Compensation
- 523 – Continuing Education
- 524 – Retreats
- 530 – Vehicle Leases and Expense
- 531 – Owned-Vehicle Expense



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532 – Employee Mileage Reimbursement
533 – Convention Travel and Expense
534 – Vehicle Purchases
540 – Office Supply and Expense
541 – Telephone
542 – Postage and Mailing
543 – Office or Building Rent
544 – Printing, Duplicating, Newsletter Costs
545 – Dues, Fees, Publications
546 – Equipment Leases and Expense
547 – Seminar and Meetings Supply and Expense
548 – Professional Fees
549 – Insurance
550 – Service Programs Supply & Expense
551 – Audio-Visual Aids
552 – Public Relations
553 – Equipment Purchases
560 – Household Supply and Expense
561 – Chapel Supply and Expense
562 – Maintenance Supply and Repair
563 – Utilities
564 – Laundry
565 – Contracted Services
566 – Property Taxes
567 – Cost of Merchandise Sold
568 – Interest Paid
575 – Food Services
578 – Medical Services
581 – Children Services
584 – Elderly Services
587 – Family Services
590 – Clergy or Religious Services
595 – Depreciation
599 – Shared Cost (Net)

Total Expenses

Net Income