

**DIOCESE OF VENICE IN FLORIDA****SCHOOL CHART OF ACCOUNTS**

Acct #	Description	Acct Type	Debit/ Credit
ASSETS			
Cash			
1001	General Operating Checking Account - The balance of this account should reflect the checkbook balance of the general checking account.	Cash/Bank in QB	D
1002	Regular Savings Account - Advance collections, along with other amounts deposited in the Diocesan Savings & Loan Trust Fund. (If more than one savings account is held, make 1002 a parent account and set up a separate sub account for each, ie. 1002.1, 1002.2 etc.)	Cash/Bank in QB	D
1003	Savings Account - The balance of this account represents authorized deposits in accounts <i>outside</i> the Diocesan Savings & Loan Trust Fund. (If more than one approved outside savings account exists, make 1003 a parent account and set up a separate sub account for each, ie. 1003.1, 1003.2 etc.)	Cash/Bank in QB	D
1004	Change Funds - Funds for events and activities deposited upon conclusion of the activity. Continuous events (athletic games) may be kept for the duration of an activity provided it is secured under lock and key between events. (If more than one change fund exists, make 1004 a parent account and set up a separate sub account for each, ie. 1004.1, 1004.2 etc.)	Cash/Bank in QB	D
1005	Petty Cash Fund - Represents a small amount of cash (\$500 maximum though less us usually adequate) set up for the purpose of paying small expenditures. This should be maintained on an imprest basis, <i>meaning the balance in this account should remain unchanged</i> . Periodic reimbursements should be made to replenish this fund from the operating account at which time appropriate expense accounts are charged.	Cash/Bank in QB	D
1011	Checking Account - Student Organizations - The balance of this account should reflect the checkbook balances of the student organization accounts. (If more than one Student Organization account exists make 1011 a parent account and make each organization a separate sub account)	Cash/Bank in QB	D
1013	Student Organization Savings in DOV Savings & Loan Trust Fund (If more than one Student Organization has a savings account, a separate sub account should be set up for each)	Cash/Bank in QB	D
1050	Undeposited Funds - This account represents payments applied to customer invoices in QuickBooks which have not yet been deposited.	Cash/Bank in QB	D
1110	Investment - School Foundation/Endowment - The balance of this account should reflect the market value of all investments maintained in an outside brokerage account. If more than one brokerage account exists, a separate sub account should be set up for each.	Cash/Bank in QB	D
1120	Investments - Catholic Community Foundation - The balance represents market value of investments in the CCF. If more than one account exists within the foundation a separate sub account should be set up for each.	Cash/Bank in QB	D

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Acct #	Description	Acct Type	Debit/ Credit
Accounts Receivable			
1210	Accounts Receivable - Tuition - The balance of this account is total tuition and fees billed at the beginning of the school year, reduced each month by collections made and credited to the individual student accounts.	Accounts Receivable	D
1220	Accounts Receivable - Other - subaccounts as necessary	Other Current Asset	D
1290	Accounts Receivable - FACTS Advanced Accounting function	Other Current Asset	D
1295	Allowance For Doubtful Accounts - Originally an estimate, at year end when a final determination of worthless receivables is made, outstanding receivables should be written off with an offset to 1295.	Contra Account/ Other Current Asset in QB	C
1310	Inventory-School Store - The balance of this account represents items for resale remaining unsold at the end of the fiscal year. The balance in this account is changed only at fiscal year end, a "Periodic" rather than "Perpetual" Inventory System.	Other Current Asset	D
1320	Inventory - Other inventoried items , SCRIP, textbooks etc - use subaccounts as necessary	Other Current Asset	D
1380	Prepaid Accounts (Make 1380 a Parent account and each prepaid account a separate sub account, ie. 1380.1, 1380.2 etc.)	Other Current Asset	D
Property and Equipment			
1410	Land - The cost of the land on which the school is located. (Set up as parent with subaccounts as necessary)	Fixed Asset	D
1510	Campus Buildings - The cost of school buildings. (Set up sub accounts for buildings as necessary)	Fixed Asset	D
1519	Accumulated Depreciation - Campus Buildings (Set up subaccounts as set up in 1510)	Contra Account/ Fixed Asset in QB	C
1520	Campus Furniture & Equipment - The cost of the school furnishings and equipment (sub accounts as deemed necessary)	Fixed Asset	D
1529	Accumulated Depreciation - Furniture & Equipment (subaccounts to match 1520)	Contra Account/ Fixed Asset in QB	C
1530	Campus Computer Equipment	Fixed Asset	D
1539	Accumulated Depreciation - Campus Computer Equipment	Contra Account/ Fixed Asset in QB	C
1540	Campus Communication Equipment	Fixed Asset	D
1549	Accumulated Depreciation - Campus Communication Equipment	Contra Account/ Fixed Asset in QB	C
1590	Campus Other Equipment	Fixed Asset	D
1599	Accumulated Depreciation - Campus Other Equipment	Contra Account/ Fixed Asset in QB	C
1610	Residence Buildings - The total cost of rectory or convent.	Fixed Asset	D
1619	Accumulated Depreciation - Residence Buildings	Contra Account/ Fixed Asset in QB	C
1620	Residence Furniture & Equipment - The cost of rectory or convent furnishings and equipment.	Fixed Asset	D
1629	Accumulated Depreciation - Residence Furniture & Equipment	Contra Account/ Fixed Asset in QB	C
1710	Vehicles - (sub accounts may be set up for cars,vans, buses, etc)	Fixed Asset	D
1719	Accumulated Depreciation - Vehicles subaccounts to match 1710	Contra Account/ Fixed Asset in QB	C
1720	Construction in Progress	Fixed Asset	D

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Acct #	Description	Acct Type	Debit/ Credit
LIABILITIES & EQUITY			
2010	Accounts Payable - This account is used to record balances owed to vendors.	Accounts Payable in QB	C
2020	Credit Card Accounts - Use subaccounts as necessary	Credit Card in QB	C
2032	Payroll Withholding - 403(b) Plan - This account is used to record employee's 403(b) contribution withheld	Other Current Liability	C
2033	Payroll Withholding - Health & Welfare Cost Sharing deductions withheld	Other Current Liability	C
2034	Payroll Withholding - Employee Savings Accounts - automatic payroll deductions to the employee's savings account	Other Current Liability	C
2035	Payroll Withholding - Child Support - This account is used to record automatic payroll deductions for mandated garnishments	Other Current Liability	C
2050	Advance Collections - Tuition and Fees - This account is used to record monies collected for next years' tuition, registration and other fees. This account is closed on July 1st and the balance transferred to the appropriate income account for the new fiscal year.	Other Current Liability	C
2070	Other Advance Collections -Income for the following year (make subaccounts as necessary)	Other Current Liability	C
2090	Other Current Liabilities - This is where unpaid salaries on the last day of the school year associated with that year is recorded until paid.This account can be used for liabilities not listed above using sub accounts as necessary.	Other Current Liability	C
2220	Amount Due to Other Organizations - Booster Organizations etc.	Other Current Liability	C
2410	Deferred Income - Tuition - The credit balance in this account is the total amount of tuition and fees billed, but not yet earned. It will be recognized evenly over the 10 month school year.	Other Current Liability	C
2420	Other Deferrals use subaccounts as necessary	Other Current Liability	C
Long Term Liabilities			
2510	Notes and Mortgages with the Diocese of Venice Savings & Loan Trust Fund. (Use sub accounts for the balances on each long term liability)	Long Term Liability	C
2590	Notes Payable - Other - The balance owed by the school on notes payable to banks or other financial institutions.	Long Term Liability	C
Equity			
3010	Retained Earnings	Equity	C
3020	Net Income	Equity	C

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Acct #	Description	Acct Type	Debit/ Credit
REVENUES			
Tuition and Registration			
4011	Tuition Revenue - Total tuition This total should be the gross amount invoiced, deferred and recognized monthly as earned. Use subaccounts 4011.1 Catholic and 4011.2 Non Catholic if you wish to track this information.	Income	C
4012	Tuition Assistance from the School - Reductions of tuition and fees for scholarships, hardship cases, early-payment and other discounts. (Use subaccounts as needed)	Contra Account/ Income in QB	D
4013	Parish Tuition Assistance - tuition and fee assistance from student Parishes. Use a separate sub account for assistance from the Host Parish	Contra Account/ Income in QB	D
4014	Tuition Discounts - Staff	Contra Account/ Income in QB	D
4015	Tuition paid with Step Up For Students Scholarships	Contra Account/ Income in QB	D
4016	Tuition paid with McKay and other Scholarships	Contra Account/ Income in QB	D
4017	Refunded Tuition and Credited Tuition (for early withdrawal)	Contra Account/ Income in QB	D
4020	PK3 Tuition	Income	C
4021	PK4 Tuition	Income	C
4022	Tuition paid with VPK funds	Contra Account/ Income in QB	D
4023	Before & After School Revenues	Income	C
4024	Summer/Other Break Revenues	Income	C
4031	Tuition Revenue - Prior Years - Tuition recovered from prior years.	Income	C
4040	Registration Fee Revenue - Non-refundable registration fees. Fees charged for registration should be recorded as income in the year to which it applies	Income	C
Student Fees			
4110	Textbook,or I Pad Sales and Rental Revenue	Income	C
4120	Uniform Sales and Rental Revenue	Income	C
4140	Student Insurance Fee Revenue - collected from students for student accident insurance.	Income	C
4150	Student Activity Fee Revenue - Amounts received for activities operated by the school; e.g., candy sales, school plays, etc.	Income	C
4170	Graduation Fees Revenue - Fees charged to students for graduation.	Income	C
4190	Other Student Fees Income -All other fees charged to students lab fees, library fees,testing fees, technology fees, bus & van and other miscellaneous fees (subaccounts as necessary)	Income	C
Other Program Revenues			
4200	Food Sales Revenue - Amounts received for sale of food in the cafeteria or from the operation of vending machines.	Income	C
4210	Athletic Program Revenue admission fees, gate receipts, concessions, guarantees etc	Income	C

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Acct #	Description	Acct Type	Debit/ Credit
Support			
4310	Diocesan Support - Operational - All amounts of direct support received from the Diocese of Venice.	Income	C
4410	Parish Support Income - Host Parish - Direct support received from the Host Parish	Income	C
4420	Parish Support Income - Support for students from the family's Parish	Income	C
4490	Other Parish Support - Assistance from Parishes beyond amounts expected by the Tuition Funding Policy	Income	C
4530	Other Misc. Support	Income	C
4540	Donations	Income	C
Foundation/Endowment			
4710	Foundation/Endowment Donation of Assets recorded at Market Value	Income	C
4720	Interest Income From Endowment	Income	C
4730	Dividend Income From Endowment	Income	C
4740	Foundation Support - amounts received from Foundations not included on the school balance sheet	Income	C
Miscellaneous Income			
4910	Gain/Loss From Sale of Assets	Income	C/D
4920	Gain/Loss on Investments	Income	C/D
4940	VPK funds from the State	Income	C
4950	Step Up, McKay amounts and other scholarships awarded to students and used to pay tuition. Use subaccounts.	Income	C
4960	Interest Income	Income	C
4970	Home & School Income	Income	C
4980	Booster Club Income	Income	C
4990	Student Ministry Collections	Income	C
4999	Other Miscellaneous Income - Any income received for which there is no specific income account. Use subaccounts as necessary	Income	C
EXPENSES			
Salaries, Payroll Taxes & Benefits			
5010	Instructional Salaries - Religious Faculty	Expense	D
5020	Instructional Salaries - Lay Teachers	Expense	D
5030	Instructional Salaries - Substitute Teachers (substitute teachers should not be classified as independent contractors)	Expense	D
5040	Instructional Salaries - Teaching Aides	Expense	D
5050	Instructional Salaries - guidance, librarians, psychologists, etc.	Expense	D
5060	Salaries - Administration	Expense	D
5070	Salaries - Office Support receptionists, Finance Managers, etc.	Expense	D
5080	Salaries - Other Janitors, Maintenance Personnel, Security, Drivers, Cafeteria	Expense	D
5100	Employer FICA/Medicare - Employers portion of government taxes	Expense	D
5110	Unemployment Taxes - Insurance premiums to DOV	Expense	D
5120	Worker's Compensation Expense - Insurance premiums to DOV	Expense	D
5200	Employee Benefits - DOV Health Plan Insurance Premiums - Employer portion of premiums paid for health & welfare, life and longterm disability	Expense	D
5210	Employee Benefits - Other Costs - subaccounts as necessary	Expense	D

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Acct #	Description	Acct Type	Debit/ Credit
Faculty Residence			
5400	Faculty Residence - Utilities Expense - Cost of utilities at the residence	Expense	D
5410	Faculty Residence - Food Expense - Cost of food at the residence	Expense	D
5420	Faculty Residence - Other Auto Replacement Allowance and other residence expenses can be included in here	Expense	D
Intructional and Academic Expenses			
5500	Instructional Supplies & Expense - Business	Expense	D
5510	Instructional Supplies & Expense - Drafting/Industrial Arts	Expense	D
5520	Instructional Supplies & Expense - Driver Education	Expense	D
5530	Instructional Supplies & Expense - English -	Expense	D
5540	Instructional Supplies & Expense - Foreign Language	Expense	D
5550	Instructional Supplies & Expense - Graduation	Expense	D
5560	Instructional Supplies & Expense - Guidance	Expense	D
5570	Instructional Supplies & Expense - Home Economics	Expense	D
5580	Instructional Supplies & Expense - Language Arts	Expense	D
5590	Instructional Supplies & Expense - Library/Audio Visual	Expense	D
5600	Instructional Supplies & Expense - Mathematics	Expense	D
5610	Instructional Supplies & Expense - Music	Expense	D
5620	Instructional Supplies & Expense - Performing Arts	Expense	D
5630	Instructional Supplies & Expense - Physical Education	Expense	D
5640	Instructional Supplies & Expense - Practical Arts	Expense	D
5650	Instructional Supplies & Expense - Reading.	Expense	D
5660	Instructional Supplies & Expense - Religious Education Materials	Expense	D
5670	Instructional Supplies & Expense - Religious Education Other chapel supplies, retreats	Expense	D
5680	Instructional Supplies & Expense - Resource	Expense	D
5690	Instructional Supplies & Expense - Science	Expense	D
5700	Instructional Supplies & Expense - Social Studies	Expense	D
5710	Instructional Supplies & Expense - Technology/Computers	Expense	D
5720	Instructional Supplies & Expense - Telecommunications	Expense	D
5730	Instructional Supplies & Expense - Visual Arts	Expense	D
5740	Instructional Supplies & Expense - Other Subject Areas	Expense	D
5750	Instructional Supplies & Expense - Other	Expense	D
Academic Costs			
6010	Academic Reporting & Scheduling Expense - The costs of preparing report cards, paper supplies, computer service bureau, etc.	Expense	D
6020	Testing Expense - The costs of administering tests, ACT, SAT, ect.	Expense	D
6030	Accreditation Expense	Expense	D
Staff Development			
6120	Subscriptions - Subscription costs for teaching journals, etc.	Expense	D
6130	Travel Expense - Travel incurred by employees traveling to meetings, conventions and training. ie airfare, hotel, meals, tolls, mileage reimbursement, etc.	Expense	D
6140	Meeting and Convention Expense - Costs incurred for meeting and conventions use sub accounts as necessary	Expense	D
Contract Services			
6210	Legal Expense - The costs of outside professional legal services.	Expense	D
6220	Accounting Expense - Charges for Agreed Upon Procedures by CPA firms, RightNetworks user monthly charges , etc	Expense	D
6230	Contracted Services Janitorial/Maintenance, Security, Food Services, Computer Consultant, Other Services (use subaccounts as necessary)	Expense	D
6240	Coach Supplements - The cost of all payments to coaches and athletic directors in addition to salaries for teaching. (keep minimum wage in mind)	Expense	D

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Acct #	Description	Acct Type	Debit/ Credit
Resale Services			
6250	Food Purchases - Purchases of food for resale in the cafeteria.	Expense	D
6260	Other Food Service Costs - Other expenses incurred in the operation of the cafeteria, such as paper supplies, permits and licenses, maintenance of cafeteria equipment, etc.	Expense	D
6270	Other Resale Items		
Miscellaneous			
6310	Student Activity Costs - Expenses for activities operated by the school, school plays, candy sales, etc	Expense	D
6320	Yearbook Expenses	Expense	D
6330	Student Ministry Donations Remitted	Expense	D
6340	Transportation Expense - The cost of transportation of students including bus rental	Expense	D
6350	Athletic Program Expenses -expenses other than equipment purchases recorded in 7230	Expense	D
6360	School Board Expenses	Expense	D
6370	Home & School Expense	Expense	D
6380	Booster Club Expense	Expense	D
Office, Administrative & Communication Expenses			
6510	Communication Expenses Use subaccounts as necessary	Expense	D
6610	Office Expense - general office supplies and expenses.	Expense	D
6620	Postage & Freight Expense	Expense	D
6640	Printing & Copying Expense - Cost of printing and copying, copy , papers, toner, copier contracts	Expense	D
6650	Bank Service Charges - The cost of any bank fees and credit card fees	Expense	D
6690	Other Office Expenses - ADP fees , fingerprinting, and other miscellaneous offices expenses use subaccounts as necessary	Expense	D
6920	Hospitality expenses for school social functions, coffee, water cooler, meeting refreshments etc. Use sub accounts as necessary	Expense	D
6930	Rent/Lease payments - buildings, vehicles, office machines - use subaccounts as necessary	Expense	D
6990	Other Administrative Costs - Administration expenses of a general, school-wide nature that cannot be identified with any specific administration cost account. Use subaccounts as necessary	Expense	D
Purchase of Equipment & Supplies			
7210	Janitorial Supplies - The cost of expendable items such as cleaning supplies, paper supplies, light bulbs, etc.	Expense	D
7220	Tools and Equipment Purchases	Expense	D
7230	Athletic Equipment Purchases	Expense	D
7290	Other Supplies Expense	Expense	D
Physical Plant			
7310	Electricity	Expense	D
7320	Water & Sewer	Expense	D
7330	Cable, Internet	Expense	D
7340	Trash Removal Service	Expense	D
7390	Other Utilities Expense	Expense	D
7410	Repairs & Maintenance - Campus Buildings - repairs to buildings, air conditioning systems, exterminating services,etc.	Expense	D
7420	Repairs & Maintenance - Furniture and Equipment - maintenance contracts on office equipment, copier repairs, etc.	Expense	D
7430	Repairs & Maintenance - Parking Lots and Grounds	Expense	D
7440	Athletic Field Maintenance -Costs incurred in the upkeep of the Athletic Field.	Expense	D
7490	Repairs & Maintenance - Other - eg. County utility assessments	Expense	D
7510	Vehicle Repairs and Maintenance - Costs of operating school vehicles	Expense	D
7590	Other Vehicle Expense including license and registration fees	Expense	D

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Acct #	Description	Acct Type	Debit/ Credit
Insurance, Debt Service, etc			
8010	Property & Liability Insurance - Insurance expense for property and liability coverage for buildings.	Expense	D
8020	Vehicle Insurance	Expense	D
8810	Interest Expense on Diocese of Venice Savings & Loan Trust Fund Mortgages and Notes	Expense	D
8890	Interest Paid - Other - Interest paid to other lenders.	Expense	D
8910	Bad Debt Expense - Offset when establishing Allowance for Doubtful Accounts for the school year.	Expense	D
8920	Depreciation Expense	Expense	D
8940	Prior Period Adjustment	Income or Expense	D / C
Other Income			
9010	Development Auction Income - Revenue received from the auction fundraiser.	Other Income	C
9020	Development - Raffle Income - Revenue received from raffle fundraisers.	Other Income	C
9030	Development - Adopt-A-Student Income - Revenue received from Adopt-A-Student program.	Other Income	C
9040	Development - Annual Campaign Fund Income - Revenue received from the annual campaign fund.	Other Income	C
9080	Other Development Event Income - Other development revenue received that does not fall into the above accounts use subaccounts as necessary	Other Income	C
Other Expense			
9110	Salaries - Development	Other Expense	D
9120	Development - Auction Expense - All expenses incurred from the auction for a school that does not have a development office.	Other Expense	D
9130	Development - Raffle Expense - All expenses incurred from raffles for a school that does not have a development office.	Other Expense	D
9140	Development - Adopt-A-Student Expense - All expenses incurred from the Adopt-A-Student program	Other Expense	D
9150	Development - Office Supplies Expense - Office supplies, accounting supplies, and general office expenses.	Other Expense	D
9160	Development - Alumni Communications Expense - Expense to keep alumni informed of school activities.	Other Expense	D
9170	Development - Parent Communications Expense - Expense to keep parents informed of school programs.	Other Expense	D
9180	Development - Other Public Relations Expense - Donations to civic organizations, marketing, advertising, and other expenses for keeping the general public informed of school programs.	Other Expense	D
9190	Development - Other Development Events Expense - All expenses incurred from any other Development events for a school	Other Expense	D