

Account number	Account Title	Use	Notes for Use
4001	Contributions - General	General	Typical account to record most departmental contributions
4008	Grant Revenue	General	E.g. grant from a national collection, grant from a foundation, etc.
4010	Sponsorship/Underwriting	General	Sponsorship/underwriting of specific events or activities: e.g. sponsorship of TV Mass (but not individual contributions to same), sponsoring a table at a fundraiser, underwriting food at an event, etc.
4200	Service Fees	General	Fees a department might receive for providing a service: e.g. fingerprinting service
4240	Advertising Revenue	General	This will be very uncommon in most departments
4260	Rental Revenue	General	This will be very uncommon in most departments
4280	Sales	General	Sales of books or other goods
4281	Subscription Revenue	General	This will be very uncommon in most departments
4300	Participation Fees	General	Fairly common source of income: e.g. retreat fees, conference fees, fees for NFP classes, etc.
4301	Tuition Income	General	Not common for most departments - Kino will use this
4320	Speaking Fees	General	Not very common - this would be fees paid to DPC for speaking engagements of our staff members
4720	Sacramental Stipends	General	Not very common, but we do receive them
4740	Other Revenue	General	Let's try to use this as little as possible. It does not provide good reporting information.
4741	Govt Contract Revenue	General	We have one department that receives government contract revenue for services provided.
6000	Business Meals & Entertainment	General	Not much of this in the budget this year: e.g. lunch meetings, coffee/lunch with prospective volunteers, etc.
6001	Business Travel (non-conference)	General	All business travel other than that included in conference/seminar costs
6002	Cafeteria & Catering	General	Meals purchased from cafeteria for in-building meetings
6003	Conferences/Seminars (Non-Hosted)	General	All costs associated with E.g. national association meetings/conferences, etc: registration, hotel, airfare, other travel, meals, etc.
6004	Hosted Conference/Event	General	All costs associated with hosting a local conference/event: speakers, facility rental, security, food/catering, etc.
6005	Licenses, Fees, & Accreditation	General	Not real common but some of you have these expenses
6007	Training/Professional Dvpmt	General	Continuing professional development, other classes, software training, etc.
6008	Tuition, Room, and Board	General	Primarily for seminarians.
6101	Professional Services	General	Third party service providers, consultants, temporary help, etc.
6102	Professional Svcs - Accounting	General	Limited use - as the name suggests
6103	Professional Svcs - Legal	General	Limited use - as the name suggests
6506	Software Subscription & Support	General	Most of this will be charged to the IT Department but there are exceptions.
7000	Dues, Books, & Subscriptions	General	Includes dues for national associations, etc.
7001	Mailing & Postage Expense	General	Any Fedex, etc. not paid through the mail and print center
7002	Printing Expense	General	Printing projects not paid through the mail and print center
7004	Supplies - Liturgical	General	Limited to use by the Liturgy Office
7005	Supplies - Office	General	Very common use - almost all general departmental supplies will be charged here.
7221	Grants to Parishes/Missions	General	Not common for most departments - please check with Finance before using this.
7240	Grants to Schools	General	Not common for most departments - please check with Finance before using this.
7260	Assessment Expense	General	Limited use - Bishop's office for contribution to USCCB and Vatican
7261	Donations & Gifts	General	Gifts to staff/volunteers within restrictions set by policy. Donations (mostly by Bishop's Office)
7262	Grants External Other	General	Not common for most departments - please check with Finance before using this.
7600	Advertising/Promotions	General	E.g. promotion of events, posting employee searches, etc.
7601	Production/Broadcast Expense	General	Limited use: TV Mass, CDA video production, etc.
7700	Assisted Living Expense	General	Limited use: priest personnel
7701	Extern Retirement Funding	General	Limited use: priest personnel
7702	Priest Medical Expenses	General	Limited use: priest personnel
7703	Priest Retirement Contributions	General	Limited use: priest personnel
7704	Rectory/Convent Expense	General	Limited use: priest personnel
7705	Stipends	General	Limited use: Bishop's Office, seminarians, priest personnel
7770	Bishop's Discretionary	General	Limited use: Bishop's Office
7771	Other Expenses	General	Let's try to use this as little as possible. It does not provide good reporting information.