



*Accounting & Data
Processing*

Diocese of Rockford

555 Colman Center Dr.
P.O. Box 7044
Rockford, IL 61125

(815) 399-4300
Fax: (815) 399-5657

July, 2017

To: All Parishes

Please complete the forms and return them with your July data or no later than **August 31, 2017**.

Balance Verification Form - Please list the balance according to your QuickBooks records for each of the accounts as of June 30, 2017.

Accounts Payable Report - Please list all outstanding bills as of June 30, 2017. The Dept # and Expense Account # columns should list the department number and the expense account number that will be used to code the check that is written when the bill is paid. Do not include amounts due to the Chancery, DIAL, or any other Diocesan Entity.

Employee Information Form - Please include email addresses on this form.

**EVERY PARISH IS REQUIRED TO SUBMIT A
BUDGET FROM QUICKBOOKS NO LATER THAN
WITH THE JULY DATA.**

A copy of your Financial Reports will be on your Parish Page each month. In addition, two paper sets will be mailed to your parish unless we are otherwise notified.

If you have any questions or problems, please feel free to call Melissa, Lori or Linda at 815-399-4300.

Balance Verification Form for Balance Sheet Accounts

Please return by August 31, 2017

Parish Number _____

Parish Name _____

Please list the balances for each of the following accounts as of **June 30, 2017**. These balances will be used to verify or correct the information we have on the computer. Our records will be changed, if incorrect, to agree with the balance you list below.

Cash Accounts

| | | | | | |
|-------|--------------------------------|-------|-------|---------------------------------|-------|
| 10100 | Checking - Operating | _____ | 10450 | Checking - Mass Account | _____ |
| 10200 | Checking - School | _____ | 10500 | Checking - Building | _____ |
| 10210 | Checking - Athletics | _____ | 10600 | Checking - Bookstore/Gift Shop | _____ |
| 10220 | Checking - Cafeteria | _____ | 10620 | Checking - Festivals | _____ |
| 10230 | Checking - Home and School | _____ | 10640 | Checking - Fundraising | _____ |
| 10240 | Checking - Milk Account | _____ | 10660 | Checking - Online Giving/ACH | _____ |
| 10250 | Checking - Principal Account | _____ | 10670 | Checking - Debit Card | _____ |
| 10260 | Checking - School Activity | _____ | 10680 | Checking - Parish Organizations | _____ |
| 10270 | Checking - Scrip | _____ | 10700 | Checking - Societies 1 | _____ |
| 10300 | Checking - Religious Education | _____ | 10701 | Checking - Societies 2 | _____ |
| 10400 | Checking - Cemetery | _____ | 10900 | Petty Cash | _____ |
| | | | | Other | _____ |

DIAL Accounts

| | | | | | |
|-------|--------------------------------|-------|-------|---------------------------------|-------|
| 11501 | DIAL - Operating | _____ | 11528 | DIAL - School Endowment Fund | _____ |
| 11502 | DIAL - Building | _____ | 11529 | DIAL - Restricted Endowment | _____ |
| 11503 | DIAL - Trusts | _____ | 11531 | DIAL - Poor | _____ |
| 11504 | DIAL - Bequests | _____ | 11532 | DIAL - Pastor's Discretionary | _____ |
| 11506 | DIAL - Societies | _____ | 11533 | DIAL - Operation & Maintenance | _____ |
| 11507 | DIAL - Bingo | _____ | 11534 | DIAL - Extraordinary Exp Fund | _____ |
| 11508 | DIAL - Holy Name | _____ | 11535 | DIAL - Athletic Association | _____ |
| 11509 | DIAL - Memorial | _____ | 11537 | DIAL - Alumni Fund | _____ |
| 11510 | DIAL - Debt Retirement | _____ | 11539 | DIAL - Music Ministry Fund | _____ |
| 11511 | DIAL - Ladies Guild | _____ | 11541 | DIAL - Scholarship Fund | _____ |
| 11514 | DIAL - Church Repair | _____ | 11542 | DIAL - Capital Account | _____ |
| 11515 | DIAL - School Account | _____ | 11543 | DIAL - Endowment Account | _____ |
| 11516 | DIAL - Religious Education | _____ | 11547 | DIAL - Restricted A/C | _____ |
| 11517 | DIAL - Rental Income | _____ | 11548 | DIAL - Maintenance & Upkeep | _____ |
| 11518 | DIAL - R F Account | _____ | 11550 | DIAL - Old Note | _____ |
| 11521 | DIAL - Evangelization | _____ | 11551 | DIAL - Cemetery Income Care | _____ |
| 11522 | DIAL - Blessed Virgin Sodality | _____ | 11552 | DIAL - Cemetery Operating | _____ |
| 11524 | DIAL - Youth Ministry Fund | _____ | 11553 | DIAL - Cemetery - Trust Account | _____ |
| 11526 | DIAL - Improvement Fund | _____ | 11560 | DIAL - Parish Outreach | _____ |
| 11527 | DIAL - Home & School | _____ | 11563 | DIAL - Foundation Dep Account | _____ |
| | | | | Other | _____ |

Balance Verification Form for Balance Sheet Accounts

Please return by August 31, 2017

Parish Number _____

Parish Name _____

Asset Accounts Continued

| | | | | | |
|-------|-------------------------|-------|-------|-----------------------------|-------|
| 12100 | Certificates of Deposit | _____ | 13000 | Accounts Receivable | _____ |
| 12300 | Foundations | _____ | 13100 | Accounts Receivable - Other | _____ |
| 12310 | Catholic Foundation | _____ | 14100 | Land & Land Improvement | _____ |
| 12400 | Inventory | _____ | 14300 | Buildings & Land | _____ |
| 12600 | Trust Fund | _____ | 14400 | Other Real Estate Owned | _____ |
| 12700 | Prepaid Expenses | _____ | | Other | _____ |

Liability Accounts

| | | | | | |
|-------|-------------------------|-------|-------|-------------------------------|-------|
| 20200 | Interest Payable | _____ | 21000 | Accounts Payable | _____ |
| 20400 | Other Contracts Payable | _____ | 22100 | Accrued Payroll | _____ |
| 20500 | Deferred Tuition | _____ | 22206 | Insurance Withheld | _____ |
| 20550 | Deferred Revenue | _____ | 22209 | Wage Deduction | _____ |
| 20575 | Non-Diocesan Foundation | _____ | 22212 | Disability Insurance Withheld | _____ |
| 20580 | Mass Fund | _____ | 22214 | Tuition Withheld | _____ |
| 20590 | Societies' Funds | _____ | 22300 | Other Employee Withholding | _____ |
| 20600 | Activity Accounts | _____ | | Other | _____ |
| 20700 | DIAL Loans | _____ | | | _____ |

Parish Name _____ Parish Number _____

EMPLOYEE INFORMATION FORM
PLEASE RETURN WITH YOUR JULY 2017 DATA

Please help us to update our records by supplying the following information as it pertains to your office:

Business Manager _____

Email Address _____

Parish Secretary _____

Email Address _____

Parish Bookkeeper _____

Email Address _____

School Secretary _____

Email Address _____

School Bookkeeper _____

Email Address _____

Thank-you for your cooperation