



*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, 2018

To: All Parishes

Please complete the forms and return them with your July data or no later than **August 31, 2018**.

- Balance Verification Form** - Please list the balance according to your QuickBooks records for each of the accounts as of June 30, 2018.
- Accounts Payable Report** - Please list all outstanding bills as of June 30, 2018. The Department # 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, 2018

Parish Number _____

Parish Name _____

Please list the balances for each of the following accounts **as of June 30, 2018**. 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	_____

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Please return by August 31, 2018

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				

ACCOUNTS PAYABLE REPORT

Please list all outstanding bills as of June 30, 2018 against the parish, school, or other parish organizations, including any loans payable. Do not include amounts due the Chancery, DIAL or other Diocesan entities.

<u>To Whom Payable</u>	<u>Invoice</u>	<u>Amount</u>	<u>Dept #</u>	<u>Account #</u>
Total				

Parish Name _____ Parish Number _____

EMPLOYEE INFORMATION FORM
PLEASE RETURN WITH YOUR JULY 2018 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