



*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, 2020

To: All Parishes

Please complete the forms and return them with your July data or no later than **August 31, 2020**.

- Balance Verification Form -** Please list the balance according to your QuickBooks records for each of the accounts as of June 30, 2020.
- Accounts Payable Report -** Please list all outstanding bills as of June 30, 2020. 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.

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

## Balance Verification Form for Balance Sheet Accounts

Please return by August 31, 2020

Parish Number \_\_\_\_\_

Parish Name \_\_\_\_\_

Please list the balances for each of the following accounts **as of June 30, 2020**. 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	_____
10150	Checking - Development	_____	10500	Checking - Building	_____
10200	Checking - School	_____	10600	Checking - Bookstore/Gift Shop	_____
10210	Checking - Athletics	_____	10620	Checking - Festivals	_____
10220	Checking - Cafeteria	_____	10640	Checking - Fundraising	_____
10230	Checking - Home and School	_____	10660	Checking - Online Giving/ACH	_____
10240	Checking - Milk Account	_____	10670	Checking - Debit Card	_____
10250	Checking - Principal Account	_____	10680	Checking - Parish Organizations	_____
10260	Checking - School Activity	_____	10700	Checking - Societies 1	_____
10270	Checking - Scrip	_____	10701	Checking - Societies 2	_____
10300	Checking - Religious Education	_____	10900	Petty Cash	_____
10400	Checking - Cemetery	_____		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, 2020

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 2020 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