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 2025

To: All Parishes

Please complete the forms and return them with your July data no later than **August 31, 2025**.

Balance Verification Form - Please list the balance according to your QuickBooks records for each of the accounts as of June 30, 2025.

Accounts Payable Report - Please list all outstanding bills as of June 30, 2025. 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, Linda, or Charlene at 815-399-4300.

Balance Verification Form for Balance Sheet Accounts

Please return by August 31, 2025

Parish Number _____

Parish Name _____

Please list the balances for each of the following accounts **as of June 30, 2025**. 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, 2025

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 ___________

ACCOUNTS PAYABLE REPORT

Please list all outstanding bills as of June 30, 2025, against the parish, school, or other parish organizations, including any loans payable. Do not include amounts due the Chancery, DIAL or other Diocesan entities.

To Whom Payable	Invoice	Amount	Dept #	Account #
	Total			

Parish Name_____ Parish Number _____

EMPLOYEE INFORMATION FORM
PLEASE RETURN WITH YOUR JULY 2025 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