

**DIOCESE OF GREEN BAY
ANNUAL FINANCIAL INFORMATION
6/30/2023**

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Parish Name:

Location:

**INPUT - FUND 200 SCHOOL EXPENSES AND
RENTAL OF SCHOOL TO A SYSTEM SCHOOL**

To save time, you can use the PEACH color rows and simply enter totals

Enter amounts as positive amounts even if expense(s) are recorded in revenue section

Account #'s	<u>Balance Sheet/Statement of Financial Position</u>	Amount
140.2XX	School Scrip Inventory adjusted as of June 30	
210.2XX	School - Accounts Payable - as of June 30	
270.2XX	School Note Payable as of June 30	
	Principal Paid 7/1-6/30 (do not include with expenses)	

	Amount
ELEMENTARY SCHOOL REVENUE	
410.2XX Educational Assessments (from other parishes)	
411.2XX School Subsidies Received (from other parishes)	
411.2XX School Choice Revenue	
411.2XX Tuition Revenue (paid by parents/families)	
411.2XX Office Supply Fees	
411.2XX Technology Fees	
411.2XX Activity Fee Income	
411.2XX Fair Share Contribution	
411.2XX Diocesan Grant for Tuition	
411.2XX After School Child Care	
414.2XX Rent from Consolidated School System	
511.2XX Tuition Assistance (funded by parish/organizations) - enter as a negative	
511.2XX School Discounts - enter as negative number	
511.2XX Teacher Discounts - enter as negative number	
513.2XX Activity Expense - enter as negative number	
TOTAL SCHOOL REVENUE (Line 4a)	0

OTHER SCHOOL RECEIPTS	
413.2XX Extracurricular Activity Revenues and Fees	
450.2XX Unrestricted Donations	
450.2XX Green Bay Diocese Unrestricted funds	
451.2XX Restricted Income	
451.2XX Diocesan Grants	
995.2XX Restricted Income for Capital Outlay	
452.2XX Lumen Christi	
455.2XX Endowment Fund Distribution	
455.2XX Restricted School Donations	
470.2XX Rental Income - School Activities	
470.2XX School Equipment Rental	

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495.2XX	Refunds - School		
	TOTAL OTHER SCHOOL RECEIPTS (Line 4a)		0

SCHOOL INTEREST INCOME - Checking & Savings only

480.2XX	Parish Interest on Checking/Savings		
480.2XX	Other Interest Income		
	TOTAL INTEREST INCOME - (Line 4a)		0

Enter losses as negative number

SCHOOL INVESTMENT INCOME

990.2XX	Investment Income - CD's & MM		
990.2XX	Earnings from Unrestricted Savings		
990.2XX	Gain/Loss on Unrestricted Investments		
	TOTAL SCHOOL INVESTMENT INCOME - (Line 4a)		0
	OTHER SCHOOL REVENUE		0

TOTAL SCHOOL REVENUE (Line 4a)

0

99X.XXX SPECIAL INCOME

993.1XX	Employee Retention Credit (ERC) funds (Line 9h)		
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If you have a school attached to the parish, the ERC needs to be split between school and parish. We can assist you with calculation if needed.

SCHOOL PROGRAM AND FUNDRAISING REVENUE

440.2XX	Home and School Receipts		
402.2XX	School Events		
402.2XX	School Athletic Fees		
415.2XX	Fundraising		
415.2XX	Calendar Sales		
415.2XX	Scrip Sales (for School portion only)		
415.2XX	Bake Sales		
415.2XX	Pizza Sales		
416.2XX	Hot Lunch Program Revenues		
	TOTAL SCHOOL PROGRAM AND FUNDRAISING REVENUE (Line 4b)		0

SCHOOL FUNDRAISING AND PROGRAM EXPENSES

515.2XX	Candy Sales Exps. - enter as positive number		
515.2XX	Calendar Sales Exps. - enter as positive number		
515.2XX	Scrip Sale Exps for School - enter as positive number		
515.2XX	Bake Sales Exps - enter as positive number		
515.2XX	Pizza Sales Exps - enter as positive number		
516.2XX	Hot Lunch Program Expenses - enter as positive number		
540.2XX	School choice		
540.2XX	Home & School Expense		

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540.2XX	School Athletics Expense		
540.2XX	Before & After school programs		
TOTAL SCHOOL FUNDRAISING AND PROGRAM EXP (Line 4b)			0
TOTAL SCHOOL PROGRAM AND FUNDRAISING SURPLUS/(DEFICIT) (Line 4b)			0
TOTAL NET SCHOOL REVENUE (line 4)			0

499.2xx	Transfer to School from Service Org		
499.2XX	Transfer to School from Scrip		
499.2XX	Transfer to School from Parish 499.2XX		
Total Transfers to School			0
These numbers do not carry to the AFI report			

SALARIES AND WAGES - SCHOOLS

612.2XX	Admin - Principal		
612.2XX	Admin - Secretary		
612.2XX	Instruction - Wages		
612.2XX	Maintenance - Wages		
612.2XX	Extended Care Wages		
612.2XX	Other - Wages		
TOTAL SALARIES AND WAGES - SCHOOL (Line 12a)			0

PERSONNEL EXPENSES - SCHOOL

613.2XX	FICA Tax Withheld		
614.2XX	Unemployment Comp.		
615.2XX	Workers Comp. Insurance		
616.2XX	Medical & Dental Insurance		
618.2XX	Disability Insurance		
618.2XX	Other Employee Insurance		
619.2XX	Retirement Contribution		
630.2XX	Staff Development		
633.2XX	Travel, Meals & Lodging		
635.2XX	Mileage Reimbursement		
638.2XX	Recruitment, Recognition & Entertainment		
640.2XX	Background Checks		
TOTAL PERSONNEL EXPENSES - SCHOOL (Line 12a)			0

PURCHASED SERVICES AND SUPPLIES

705.2XX	Insurance Expense	
710.2XX	Legal Expenses	
715.2XX	Audit - DPI	
715.2XX	Accounting Fees	
720.2XX	Contracted Services	
725.2XX	Computer Services	

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730.2XX	Advertising & Promotion		
740.2XX	Rental - School space		
750.2XX	Textbooks		
750.2XX	Supplies & Materials		
750.2XX	Computer Supplies		
750.2XX	Computers		
750.2XX	Equipment under \$500		
750.2XX	Rental of Equipment		
755.2XX	Library Books		
755.2XX	Reference & Periodicals		
765.2XX	Transportation Costs		
775.2XX	Other Purchases		
TOTAL PURCHASED SERVICES AND SUPPLIES (Line 12a)			0

SCHOOL BUILDINGS AND GROUNDS EXPENSES

805.2XX	Utilities		
805.2XX	Utilities - Gas		
805.2XX	Utilities - Electricity		
805.2XX	Utilities - Water & Sewer		
810.2XX	Janitorial Supplies/Services		
812.2XX	Housekeeping		
815.2XX	Maintenance Building and Grounds		
815.2XX	Maintenance Rentals		
815.2XX	Maintenance Contracted Services		
815.2XX	Maintenance Supplies		
820.2XX	Equipment Repairs & Maintenance		
820.2XX	Equipment Supplies		
TOTAL SCHOOL BUILDINGS AND GROUNDS EXP (Line 12a)			0

OFFICE AND ADMINISTRATIVE SUPPLIES

855.2XX	Office Supplies		
856.2XX	Bank Service Fees		
860.2XX	Postage		
865.2XX	Telephone & Communications		
865.2XX	Internet		
870.2XX	Outside Printing		
875.2XX	Equipment Rental & Maint.		
876.2XX	Copier Expense		
880.2XX	Membership, Dues, Sub		
TOTAL OFFICE AND ADMINISTRATIVE SUPPLIES EXPENSES (Line 12a)			0

OTHER NON-OPERATING ACCOUNTS

905.2XX	Meetings/Workshops 905.2XX		
910.2XX	Interest Expense 910.2XX		
980.2XX	Bad Debts 980.2XX		

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931.2XX	Contributions to School Endowment Fund		
985.2XX	Misc. Expense		
994.2XX	Special Funds Expense		
	TOTAL NON-OPERATING ACCOUNTS (Line 12a)		0
	TOTAL SCHOOL EXPENSES (Line 12)		0
DEPRECIATION			
997.2XX	Depreciation		
	TOTAL DEPRECIATION - (Line 18)		0
CAPITAL OUTLAY			
996.2XX	Capital Outlay - Building and Grounds		
996.2XX	Capital Outlay - Furniture and Fixtures		
996.2XX	Capital Outlay - Equipment		
	TOTAL CAPITAL OUTLAY - (Line 19)		0
	CAPITAL OUTLAY reflected directly on Balance Sheet (Line 19b)		0
	TOTAL SCHOOL EXPENSES		0
	SCHOOL SURPLUS/(DEFICIT)		0

****Note: CAPITAL OUTLAY is normally reflected on Statement of Activity but if you enter your capital outlay directly into your asset account - Please enter amount above. Delineate it out if greater than \$10,000. ***Note your P&L ending number will not match unless you add back in the Capital Outlay that is reflected on Balance Sheet.**

Enter summary information for capital outlays on the Basic Information to complete worksheet