



CHANCELLERY  
ARCHDIOCESE OF NEW YORK

MEMORANDUM

To: Pastors, Parish Bookkeepers and Accountants  
From: Father LaMorte  
Date: July 18, 2023  
Subject: Changes to the Chart of Accounts for Offertory Collections

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Grace to you and peace during this mid-summer moment of rest.

We are implementing an important change in our accounting system regarding the chart of accounts for offertory collections. The reason for this change is to enhance our ability to track electronic giving separately from in-church collections, enabling us to better manage our financial resources and measure our progress in encouraging parishioners to donate online.

Electronic donations are an important, convenient, and preferred method for many parishioners. By segregating online and in-church contributions in our chart of accounts, we aim to provide more accurate and detailed financial reporting. Additionally, this will also allow us to measure the impact of our efforts in encouraging parishioners to embrace online donation methods.

To guarantee a smooth transition, the parish accounting and training office will be conducting instruction sessions to assist your bookkeepers and accountants in properly utilizing the new accounts. These sessions will equip them with the necessary knowledge and skills to navigate the revised chart of accounts effectively. Our aim is to support them in adjusting to the changes seamlessly, ensuring the accurate recording of transactions.

Data from previous years will be converted to the new account numbers, ensuring continuity and comparability of financial information.

In the next few days, your office will receive a detailed email with further information regarding the specific changes in the chart of accounts, guidelines for implementation, and any additional resources and support materials that may be beneficial to your bookkeeper and accountant.

If you have any immediate questions or concerns, contact Gary Worth in the parish accounting and training office at (862) 368-0369 or [gary.worth@archny.org](mailto:gary.worth@archny.org).

Kindly share this information with your bookkeeper and accountant.

## MEMORANDUM

To: Parish Bookkeeper and Accounts

From: Gary Worth

Date: 8/25/2023

Re: Offertory Chart of Account change

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As outlined in the memo of July 18, 2023, from Monsignor LaMorte to the pastors Regarding changes to the chart of accounts specifically related to the reporting of offertory. These changes will be implemented at the end of next week.

### The Process:

- ParishSOFT will lock down access to ParishSOFT accounting software on Wednesday, August 30, 2023, at 6:00 PM.
- The chart of account change will be implemented at the start of the day Thursday, August 31, 2023.
- After implementation, Parish training will review the updates for accuracy.
- You will be notified by email when the system is opened back up for your use. Also, we will post the system status on the ParishSOFT login page.
- While we estimate the system to be available for your use by the end of the day on Friday it could take longer.

### What you need to do:

- Stop input by the end of the day on Wednesday, August 30, 2023, at 6:00 PM at the latest.
- Before logging out of ParishSOFT, run the "Memorized Report **"Offertory account Change – Prior"**. Please save and/or print this report.
- After you are notified, the change has been completed, run the report in the 'Memorized Reports Group' called **"Offertory Account changes – after"**.
- Compare the before and after reports to ensure the balances match. If you find discrepancies, please notify Gary Worth (details below)
- Resume input using the new chart of accounts.

Thank you for your cooperation. If you have any questions, please contact Gary Worth at 862-368-0369.

Enjoy the Labor Day Weekend!

# **Chart of Accounts**

## **Change in Offertory**



# Why the Change ?

- To enhance Parishes ability to track online giving separately from in-church collections, enable Parishes to better manage progress in encouraging parishioner to donate online.



# What you need to know

- As of September 1<sup>st</sup>, history will be moved to the new account codes. This requires no efforts on the Parishes.
- The ledger report writer will be updated by Parish Training where needed
- ParishSoft will need to lock down the system for a few hours on the day of the move.
- You will be notified by email and in Parishsoft messages section on when they will need to lock you out, so that you can plan accordingly.
- Once the conversion is done, the old accounts will not be available for use



## Archdiocese of New York New Offertory Accounts

Current Account Number	Current Description	New Account Number	New Description
5101.000.10.45.00	Regular Collections	5150.000.10.45.00	Regular Collections - In Parish
5101.050.10.45.00	Electronic Giving	5151.000.10.45.00	Regular Collections - Online
5102.000.10.45.00	Holyday Collections	5153.000.10.45.00	Holyday Collections - In Parish
		5154.000.10.45.00	Holyday Collections - Online
5102.025.10.45.00	Christmas Collection	5156.000.10.45.00	Christmas Collecton - In Parish
		5157.000.10.45.00	Christmas Collection - Online
5102.026.10.45.00	Easter Collection	5159.000.10.45.00	Easter Collection - In Parish
		5160.000.10.45.00	Easter Collection - Online
5103.000.10.45.00	Votive Shrines and Candles	5162.000.10.45.00	Votive Shrines and Candles - In Parish
		5163.000.10.45.00	Votive Shrines and Candles - Online
5104.000.10.45.00	Perquisites	5165.000.10.45.00	Perquisites
5105.000.10.45.00	Poor box, Books, Pamphlets	5168.000.10.45.00	Poor box, Books, Pamphlets



# What you need to know – cont'd

- If you know of anyone who didn't receive the email and should have, please notify Gary Worth the following Parish #, Parish Name, Person Name, Person email address

[Gary.Worth@archny.org](mailto:Gary.Worth@archny.org)

Contact number 862-368-0369



# Questions?





**Remember that year end is coming up, please try to attend the year end meetings that we will be scheduling.**

**Thank you for attending.**

