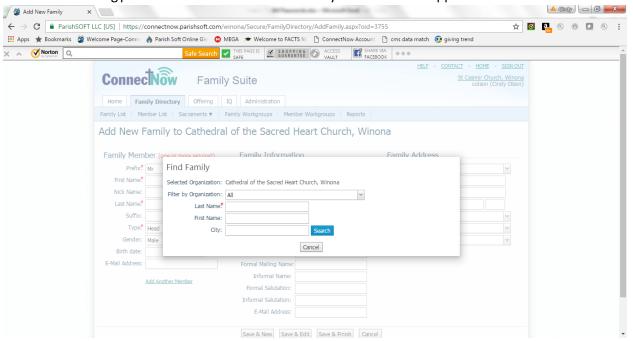
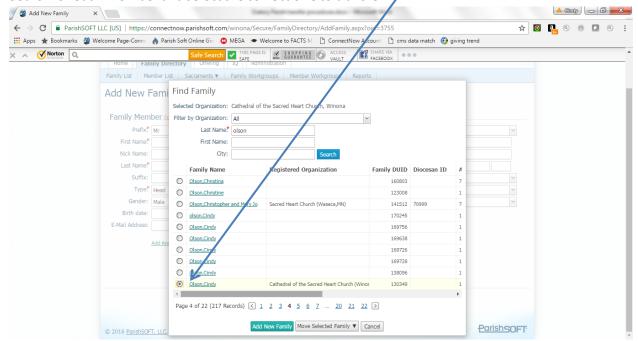
# **Merging Parish procedures**

### Family Suite:

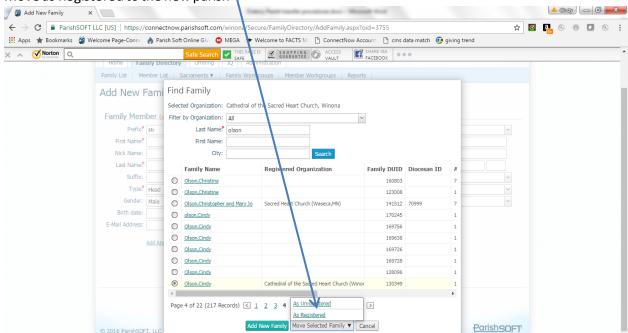
- 1. Update all contribution records in ParishSOFT (if you have been using that to track them) up to the date of the change of status for the parish.
- 2. Print off the contribution statements
  - a. Print them to a PDF file so that you will be able to save that on a computer and have access to it
- 3. Move all members to another parish in the cluster
  - a. You may want to change the status of all the members of the parish to be merged to Inactive
  - b. Go to the receiving parish and click on "Add New Family". This box will appear:



c. Search for each Member and select the correct one to transfer



d. Move as Registered to the new parish



e. Once this process is completed, let Cindy Olson know that you no longer need your Parishsoft ParishSOFT Family Suite license for the parish that has now been merged to another parish. She will contact ParishSoft to end the license and at that point in time, any remaining period of the license fee will be refunded to you by ParishSoft.

#### **ParishSOFT Accounting:**

- 1. Enter all accounting data and run reports for the fiscal year (or shortened fiscal year)
- 2. Close the fiscal year
  - a. You may want to export a PDF of the General Ledger detail for the period of time you have been in ParishSOFT to save on a computer for history purposes.
  - b. Run the Annual Diocesan reports through the Ledger Report Writer menu (even if it is a shortened fiscal year) and submit to the Diocese per normal procedures.
     http://dow.org/offices/finance/frequently-requested-topics.html#parish-annual-financial-report
  - c. Export/Print a Trial Balance to use to set up the merging parish on the receiving parish's books.
    - i. Make sure to include accounts with no activity ConnectNow Accounting × ← → C • https://winona.connectnowaccounting.com/RP/Reports-Criteria.aspx ☆ 💆 🔼 @ 🙃 🔽 ( ## Apps 🛊 Bookmarks 🐉 Welcome Page-Conne 🦣 Parish Soft Online Giv. 🔞 MEGA 🗩 me to FACTS M 🕒 ConnectNow Account THE SPICE S SHOPPING ACCESS ASSET ALL TABLE TO ALL TABLE × ^ ØNorton Q 11: CCW
      12: Youth Activities
      13: Bldg / Maintenance
      13: State | 18: Fixed Assets | 20: Accounts Payar | 25: Notes Payare | 25: Notes Payare | 26: Funding Source

      0: Unrestricted
      1: Plant Fund
      10: Designated (parish/school
      11: Ccw Department X
      10: General & Administrative
      115: Building & Grounds-Parish
      20: Liturgy & Worship
      25: Faith Formation - Adult
      35: Pastoral Ministry X Natural Account
      4000: Church Support
      4001: Fee
      4001: Fee
      4003: Sales of Lots/Crypts/Columbariums
      4035: Interments
      4045: Decorations 11: Ccw 12: Youth Activities 13: Bldg / Maintenance \*\* Report Format O Detail Summan □ In Print Shortcuts Print Account Codes Include Payables Due in Future \*\* Sort Options Sort report data by: Shortcut, Tran Date, Tran # \*\* Report Subtitle

ii. An example of a trial balance is on the next page

## XXX Church

# Trial Balance Report

### Jul-16

		Beginning Balance
Assets		
1110CS21P00	Church Checking	7,500.00
1110CS22P00	CCW Checking	900
1115CS21P00	Church Regular Savings	4,000.00
1115CS22P00	Church Special Savings	12,000.00
1115CS23P00	CCW Savings	0
1205AR00P00	General Accounts Receivable	0
1215AR00P00	Interest/Dividends Receivable	0
1305PP00P00	Prepaid Expense	0
1830FA00P01	Capital Improvements	12,000.00
Total Assets:		36,400.00
Liabilities		
2105AP00P00	Accounts Payable - Vendors	0
2201AP00P00	Latin America	25
2202AP00P00	Catholic Communications	0
2203AP00P00	Aid Church in Eastern and Central E	5
2204AP00P00	Rice Bowl	278
2205AP00P00	Catholic Relief Services	165
2206AP00P00	Holy Land	10
2207AP00P00	Catholic Charities-Diocese of Winon	0
2208AP00P00	Peter's Pence	10
2209AP00P00	Home Missions	25
2210AP00P00	Black/Native American	0
2211AP00P00	Propagation of Faith	10
2212AP00P00	Campaign for Human Development	0
2213AP00P00	Retirement Fund For Religious	110
2214AP00P00	Catholic University	0
2215AP00P00	Archdiocese for the Military Servic	0
2217AP00P00	Missionary Cooperative Plan	0
2218AP00P00	Natural Disaster Assistance	0
2219AP00P00	Other	199
Total Liabilities:		837
<b>Net Assets</b>		
3100NA00P00	Unrestricted Funds	20,141.04
3150NA00P01	Plant Fund	12,000.00
3200NA21P11	Designated-CCW	900
3300NA21P51	Seeds of Faith	0
3300NA21P52	Rooted in Faith Campaign 2013	2,521.96
3300NA21P52 Rooted in Faith Campaign 2013 Total Net Assets:		35,563.00

In the chart account of the parish taking over the accounting functions, set up accounts to receive the balances from the merging parish.

Funding source 40 is set up for Merging Parish accounts ← → C • https://winona.connectnowaccounting.com/LP/ChartOfAccounts.aspx Apps 🛊 Bookmarks 🐉 Welcome Page-Conne 🌎 Parish Soft Online Givi SHOPPING ACCESS VAULT **⊘** Norton Q ☆ HOME U LOGOUT ConnectNow Accounting Church Manager Consolidation Manager Ledger Repo **Chart of Accounts** Account Type Asset Search Show All Funding Source: 40: Merging Parish Class: Natural Account: Description

#### Add Accounts as needed by category

Asset Unrestricted

Please note: there are no liability accounts; bills will run through the receiving parish accounts payable.

Create one Fixed asset sub account and one Net Asset Fixed assets sub account on the receiving parish's chart for the merging parish total fixed assets (under funding source 1-Plant Fund). Create a Journal entry on the receiving parish's books for the balances from the merging parish (see example on next page)

XXX Church (merging parish) **Trial Balance Report** 

XXX Church (Receiving Parish)

Beginning Journal Entry for Receiving

Balance

Parish

## **Account Shortcut and Description**

Assets				Credit
1110CS21P00 Church Checking	7,500.00	1115CS21P40 XXX Checking	7500	
1110CS22P00 CCW Checking	900	1115CS22P40 XXX CCW Checking	900	
		1115CS23P40 XXX Regular		
1115CS21P00 Church Regular Savings	4,000.00	Savings	4000	
		1115CS24P40 XXX Church Special		
1115CS22P00 Church Special Savings	12,000.00	Savings	12000	
1115CS23P00 CCW Savings	0			
1205AR00P00 General Accounts				
Receivable	0			
1305PP00P00 Prepaid Expense	0			
1830FA00P01 Capital Improvements	12,000.00	1830FA21 XXX Fixed Assets	12000	
Total Assets:	36,400.00			
Liabilities				
2105AP00P00 Accounts Payable -				
Vendors	837	2105AP00P00 Accounts Payable		837
Net Assets				
		3200NA21P40 XXX Unrestricted		
3100NA00P00 Unrestricted Funds	20,141.04	Funds		20141.04
3150NA00P01 Plant Fund	12,000.00	3150NA21P01 XXX Plant Fund		12000
		3200NA22P40 xxx Designated		
3200NA21P11 Designated-CCW	900	CCW		900
		3200NA23P40 XXX Rooted in		
3300NA21P51 Seeds of Faith	0	Faith		2521.96
3300NA21P52 Rooted in Faith				
Campaign 2013	2,521.96			
Total Net Assets:	35,563.00		36400	36400

Notify Cindy Olson when this process is complete to end your ParishSoft ParishSOFT Accounting license.