

ACCOUNTING SYSTEMS

To provide a uniform method of accounting for the resources entrusted to the parish or school; the Archdiocese endorses and supports the PDS Ledger software system. Parishes or schools should have the most current version of the PDS Ledger software and a maintenance support agreement in effect.

Parishes can use the cash or accrual basis accounting method. However, we highly recommend that parish schools use the accrual basis accounting method for recognizing school salary expense, tuition, and pre-registration, as these income and expense items should be reflected in the appropriate school year.

For disaster recovery purposes, PDS software should be backed up on a daily basis. The backup should be stored in a fire resistant cabinet or safe. A second copy should be stored off-site or with an online vendor.

Parish should follow the centralized Chart of Accounts and department numbers.

Please refer to *Appendix- Accounting* for Chart of Accounts and Glossary of Basic Accounting Terms.