

Mass Stipends Accounting

A reminder that every parish should have a separate checking account for stipend and stole fees. The checking account should be named with the parish name followed by "Stipend and Stole Fees."

For example, "St. Adelina – Stipend and Stole Fees."

As with other parish accounts, there should be three people who may sign for this account:

1. The Pastor / Parish Administrator / Parish Director
2. Trustee – Secretary
3. Trustee – Treasurer

Amounts received as Mass intention donations should be deposited into this checking account. Because the funds are not earned until the Mass intention is fulfilled, a liability must be set up on the balance sheet. This liability account indicates that the parish does not "own" the funds but is holding the funds until the Mass intention obligations are fulfilled.

Example: Entry when Mass intentions are received; 30 Masses were requested for the future= $30 * 20 = \$600$

| | | Account # | Account Name | Amount Dr | Amount Cr |
|--|-----|-----------|---------------------------|-----------|-----------|
| Entry for Parish collection of Mass Stipends throughout the month | | | | | |
| Dr. | | 1011 | Cash- Stipends | \$600 | |
| | Cr. | 2090 | Other Current Liabilities | | \$600 |

During the month of July 50 masses were fulfilled. 30 at \$10 and 20 at \$20 = \$700

| | | | | | |
|--|-----|------|---------------------------|-------|-------|
| At the end of July St. Adelina would then record income and transfer cash | | | | | |
| Dr. | | 2090 | Other Current Liabilities | \$700 | |
| | Cr. | 3080 | Mass Stipends & Sole Fees | | \$700 |
| Dr. | | 1010 | Parish General Checking | \$700 | |
| | Cr. | 1011 | Cash- Stipends | | \$700 |

If the priest who earned the Mass stipend elected to collect individual stipends, the parish should send a check to the priest for the stipends earned that month.

Example: Fr. Joe takes Mass Stipends and fulfilled 20 masses during July. eight at \$10 and twelve at \$20.

| | | | | | |
|--|-----|------|---------------------------|-------|-------|
| Check written to Priest taking Stipends | | | | | |
| Dr. | | 2090 | Other Current Liabilities | \$320 | |
| | Cr. | 1010 | Parish General Checking | | \$320 |

The Parish would get the Stipends for the masses fulfilled by Priests taking the stipend offset.

| | | | | | |
|--|-----|------|---------------------------|-------|-------|
| At the end of July St. Adelina would then record income and transfer cash | | | | | |
| Dr. | | 2090 | Other Current Liabilities | \$380 | |
| | Cr. | 3080 | Mass Stipends & Sole Fees | | \$380 |
| Dr. | | 1010 | Parish General Checking | \$380 | |
| | Cr. | 1011 | Cash- Stipends | | \$380 |

As a reminder, if there are more than one intention for a Mass, the stipends for the additional intentions should be remitted to the Archdiocese of Milwaukee, ATTN: Chancery, PO Box 070912, Milwaukee, WI 53207-0912.