

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.	2420	Deferred Mass Stipends		\$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.		2420	Deferred Mass Stipends	\$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.		2420	Deferred Mass Stipends	\$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.		2420	Deferred Mass Stipends	\$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.