

Fund Accounts

Deciding if a category of giving should be part of a single fund or divided into separate funds depends on how the church wants it set up and how detailed they want their reporting. A description of each choice is as follows:

1. As a Separate Fund

The categories of giving are designated for specific use. There is a carry-over balance and/or these monies need to be reported on separately.

Example: There are several Memorial-giving accounts in Donations. Thomas Jones Memorial, Sally Baker Memorial, etc. In the Chart of Accounts, enter Thomas Jones Memorial Fund as its own fund balance account (account beginning with a “3” on the Chart of Accounts screen), with a Thomas Jones Income (account beginning with a “4”) and Thomas Jones Expense accounts (account beginning with a “5”). The Sally Baker Memorial Fund is also entered as its own fund balance account, with a Sally Baker Income and Sally Baker Expense accounts, etc. The activity for the year, the month to month and year ending balances will be completely separate for Thomas Jones and Sally Baker Memorials.

2. As part of Designated Fund (with multiple giving categories included)

The various giving accounts in Donations are designated for a specific use. All of the monies are posted to separate income accounts linked to the same fund. The fund will have its own separate income and expense accounts. The income and expense accounts do not have balances that carry over. If any balances are left, they are part of the fund that they are linked to and there is no indication in the fund account of which specific giving these balances belong to.

Giving Account	Debit Account	Credit Account
250 - Ready for Renovations	1.10.100 - Huntington Bank Checking	4.25.100 - Education Building Contr...
252 - Noodle Making Equipment	1.10.100 - Huntington Bank Checking	4.10.400 - Other Miscellaneous Inc...
255 - Organ Rebuilding Campaign	1.10.100 - Huntington Bank Checking	4.20.100 - Building Fund Contributi...
260 - Hand Bells	1.10.100 - Huntington Bank Checking	4.40.405 - Hand Bells Income
630 - Disaster Relief	1.10.100 - Huntington Bank Checking	2.30.050 - Disaster Relief Recovery
650 - Fund Raising Income	1.10.100 - Huntington Bank Checking	4.10.215 - Fund Raising Income
700 - John Doe Memorial Giving	1.10.110 - Fifth Third Savings	4.70.100 - John Doe Memorial Inco...
705 - Bob Robertson Memorial Giving	1.10.110 - Fifth Third Savings	4.70.105 - Bob Robertson Memorial...
710 - Bill Williamson Memorial Giving	1.10.110 - Fifth Third Savings	4.70.110 - Bill Williamson Memorial I...
895 - Youth Trips Payments	1.10.100 - Huntington Bank Checking	5.10.560 - Youth Trips Expense

Default Account Links set the link between Donation Giving Accounts and Credit Accounts

Memorial Fund (3.70.100)
Income Accounts
John Doe Memorial Income (4.70.100)
Bob Robertson Memorial Income (4.70.105)
Bill Williamson Memorial Income (4.70.110)
Expense Accounts
John Doe Memorial Expense (5.70.100)
Bob Robertson Memorial Expense (5.70.105)
Bill Williamson Memorial Expense (5.70.110)
Net Fixed Asset Fund (3.90.100)

Funds have their own Income and Expense Accounts

Example: Thomas Jones Memorial and Sally Baker Memorial have giving accounts in Donations. In Accounting there is a Fund labeled Memorial fund. The Thomas Jones Income and the Thomas Jones Expense accounts are linked to the one Memorial Fund. The Sally Baker Income and Sally Baker Expense accounts are also linked to the same Memorial Fund. The separate income and expense accounts will show the activity for the year for Thomas Jones and Sally Baker, however, the month-to-month balance in the one Memorial Fund account is combined, as well as the year ending balance. The Thomas Jones and Sally Baker income and expense accounts will zero out when the Chart of Accounts is copied over to the new year.