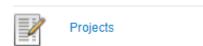
Youth Accounts

Youth accounts are able to be tracked through ParishSOFT accounting with careful set up and use of a project group and project codes. This guide will help you set this up and monitor it going forward.

- 1. Set up the Project Group 12-Youth Accounts
 - a. Under Setup in Ledgers and Payables, click on Project Groups



- b. Set the group name to 12-Youth Activities or a similar name. Using 12 will identify the funding source where the youth funds are located.
- 2. Set up the Project Codes and link them to the Project Group.



- a. Under Setup in Ledgers and Payables, click on Projects.
- b. Set up the following generic project codes and link to the main Project Group:

Description:	Fundraising	
Project Code:		
Revenue Budget:	0.00	
Cost Budget:	0.00	
Project Group:	Youth Accounts ~	
	☐ Inactive	

- i. Fundraising-Use this to capture all fundraising income and expense by event.
- ii. Donations-Use this to capture all donations to youth. (In order to be a tax-deductible contribution, the donor may not select any specific youth to receive the donation.)
- iii. Scholarships-Sometimes the parish sets up a certain amount for scholarships for youth events. These can go to this project until they are distributed to the individual family accounts.
- iv. General Youth-These are funds for the general youth program and miscellaneous expenses. A good way to fund this is to put a percentage of the fundraising income into this code. This is also a good place to write off youth family balances once they have stopped participating in youth events.
- c. Chaperones-These funds help cover the cost for the chaperones to participate in the events.

 Using a percentage of the fundraising profits is a good way to fund this category.

d. Set up a youth project for each family and link to the main Project Group. (This can also be done by the student, but it is easier to use family accounts).

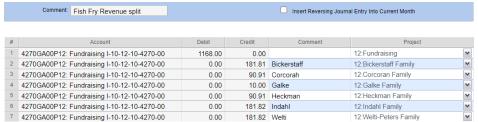
Description:	Bercy Family	
Project Code:		
Revenue Budget:	0.00	
Cost Budget:	0.00	
Project Group:	Youth Accounts 🗸]
	☐ Inactive	
	<u>S</u> ubmit	

- 3. Recording youth activity
 - a. Set up the current balances (if any) in the youth accounts. Please note the debit and credit are booked to the same account. All that is being done is adding the project code.

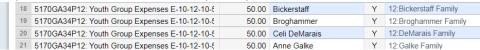
	710000111	20011	O.Out.	001111110111	1.10,000
	4260GA34P12: Organization Income-Youth Group I-	8304.96	0.00		
	4260GA34P12: Organization Income-Youth Group I-	0.00	33.88	Bercy family	12:Bercy Family
	4260GA34P12: Organization Income-Youth Group I-	0.00	243.81	Bickerstaff family	12:Bickerstaff Family
	4260GA34P12: Organization Income-Youth Group I-	0.00	24.24	Broghammer	12:Broghammer Family
	4260GA34P12: Organization Income-Youth Group I-	0.00	39.23	Bruner	12:Bruner Family
	4260GA34P12: Organization Income-Youth Group I-	0.00	34.13	Capehart	12:Capehart Family
	4260GA34P12: Organization Income-Youth Group I-	0.00	2.20	Casselman	12:Casselman Family
	4260GA34P12: Organization Income-Youth Group I-	0.00	40.00	Chaperone account	12:Chaperone Account
	4260GA34P12: Organization Income-Youth Group I-	0.00	128.14	Corcoran	12:Corcoran Family
)	4260GA34P12: Organization Income-Youth Group I-	0.00	140.46	Coudron	12:Coudron Family
	4260GA34P12: Organization Income-Youth Group I-	0.00	557.35	DeMarais	12:DeMarais Family
!	4260GA34P12: Organization Income-Youth Group I-	0.00	24.44	Dieterman	12:Dieterman Family
1	4260GA34P12: Organization Income-Youth Group I-	0.00	172.45	Finnerty	12:Finnerty Family
ı	4260GA34P12: Organization Income-Youth Group I-	0.00	59.51	Flanagan	12:Fritts Family
i	4260GA34P12: Organization Income-Youth Group I-	0.00	128.14	French	12:French Family

- b. Eash transaction relating to funding source 12, should have a project code entered to track it.
- c. Use the project codes for income and expense general ledger accounts.
- d. The only exception would be for general ledger account 2330 where payments from the youth or their families are coded. (Only payments by the families are coded to this account; no fundraising or donation amounts are coded to this liability.)
- e. For fundraising events:
 - i. Income and expenses relating to the fundraiser are all coded to the Fundraising project.
 - ii. Once the event is over, a decision is made to allocate the net income of the fundraiser the youth project codes. This may be done by using shares based on the time each family invested in the fundraiser (working the day of the event, providing baked goods for a bake sale, etc.), or some other equitable method.
 - iii. The division of income would be booked to the individual youth project codes: Notice that the fundraising account receives the debit for the net income from the event so

that is zeros out and is ready for the next event.



f. Expenses paid relating to a youth event would be booked to the appropriate funding source 12 expense account, broken down by family.



- i. The only exception to using an expense account is if the famliy has made a payment toward the event and that amount is in the 2330 general ledger account. The entry in the bill for those amounts would be:
- g. The balances of all youth accounts can be summarized using the Statements, Project Summary report.

Any Parish Project Summary 30-Apr-23

	Fiscal Year Beginning Balance	Month Revenue	Month Costs	YTD Revenue	YTD Costs	Ending Balance
Youth Accounts						
A Family	-	192.00	-	192.00	-	192.00
B Family	33.88	-	-	-	-	33.88
C Family	49.26	-	-	-	49.26	-
D Family	-	-	-	-	-	-
E Family	-	-	-	-	-	-
Fundraising	2,496.69	-	-	-	-	2,496.69
General Account	357.08	-	-	-	-	357.08
Chaperone Account	1,000.00	-	-	-	-	1,000.00
Scholarship Account	3,000.00	-	-	-	1,200.00	1,800.00
Donation Account	400.00	300.00	-	300.00	-	700.00
Youth Accounts Totals:	7,336.91	492.00	-	492.00	1,249.26	6,579.65

i. The total on the project report should match the 3200NA00P12 net asset account unless there are trip deposits entered into account 2330. If there are amounts there the combination of the net asset and the liability account should match the total on the Project Summary report. ii. Each family is able to see their own detailed report by using the Project Report under



Standard Reports, Transactions

Proje	ect: Chapero	ne Accoun	ıt					
R	levenue							
07/01/18	Journal Entry	722	40.00	4260GA34P12 Organizatio	4260GA34P12 Organization Income-Youth Group			Set up Youth Accounts / Chaperone account
12/01/18	Journal Entry	817	261.99	3200NA34P12 Designated	Fund-Youth G	iroup		Allocate Polka Mass shares
01/13/19	Deposit	2719	5.00	4260GA34P12 Organizatio	4260GA34P12 Organization Income-Youth Group			Staff / money from carmels
03/31/19	Journal Entry	885	96.49	4270GA00P12 Fundraising				adjust youth balances / Move to Chaperone Acct
03/31/19	Journal Entry	882	250.00	4270GA00P12 Fundraising			Allocate Cookie Extravaganza / Chaperone	
06/30/19	Journal Entry	916	499.98	4270GA00P12 Fundraising				divide walk and wag income / Chaperone Account
06/30/19	Journal Entry	927	623.33	4270GA00P12 Fundraising				reclassify Langowski balance
С	ost							
04/15/19	Bill	4524	150.00	5170GA34P12 Youth Grou	p Expenses	DOV	V-R	NCYC deposit / Tom DeMarais
04/15/19	Bill	4524	150.00	5170GA34P12 Youth Grou	p Expenses	DOV	V-R	NCYC deposit / Marissa Corcoran
04/30/19	Bill	4538	355.00	5170GA34P12 Youth Grou	p Expenses	DOV	V-R	Final Payment / Shaun
6/30/19	Journal Entry	928	200.00	5170GA34P12 Youth Grou	p Expenses			Camp Summit / Welti
06/30/19	Journal Entry	928	200.00	5170GA34P12 Youth Grou	p Expenses			Camp Summit / Indahl
Cha	perone Acco	ount Proje	ect Totals					
	Total Re	venue:	1,776.79	Revenue Budget:	0.00	Revenue Difference:	1,776.79	
	Total Co	st:	1,055.00	Cost Budget:	0.00	Cost Difference:	1,055.00	
		_	721.79		0.00	_	721.79	