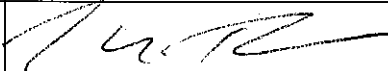


<b>Catholic Charities Disabilities Services</b>	
<b>Agency Standard and Procedure</b>	
<b>Standard Category</b>	Fiscal
<b>Standard Title</b>	Chart of Accounts/Cost Centers/Funds
<b>Regulations</b>	N/A
<b>Original Issue Date</b>	06/14/2010
<b>Latest Revision Date</b>	01/12/2023
<b>Number of Pages</b>	1
<b>Attachments</b>	N/A
<b>Approved by:</b> Thomas Buchanan, Director of Finance	

**Procedure:****When adding a new account, the following steps are followed:**

1. The Fiscal Director will add a new account number within the appropriate range set forth by Catholic Charities Executive Office.
2. Catholic Charities Executive Office will be subsequently notified of any new accounts added.

**When adding a new cost center, the following steps are followed:**

1. The Fiscal Director will add a new cost center that best fits into the Agency sequential scheme of cost centers.
2. Catholic Charities Executive Office will be subsequently notified of any new cost centers added.

**When adding a new fund, the following steps are followed:**

1. The Fiscal Director will add a new fund that best fits into the Agency sequential scheme of cost centers.
2. Catholic Charities Executive Office will be subsequently notified of any new funds added.