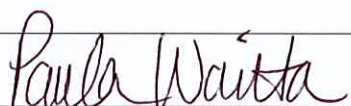


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Finance
Standard Title	Chart of Accounts/Grants/Departments
Regulations	
Original Issue Date	6/14/2010
Latest Revision Date	1/12/2023 11/12/2025 04/21/2026
Number of Pages	1
Attachments	
Approved by: Paula Warika, Executive Director	

Procedure:

1. When adding a new account, the Director of Finance will make a request to Catholic Charities Executive Office to add a new account number within the appropriate range. The Director of Finance will identify in the request the purpose of the new account.
2. When adding a new grant, the Director of Finance will make a request to Catholic Charities Executive Office to add a new grant number that best fits into the agency's sequential scheme of grant numbers. The Director of Finance will identify in the request the purpose of the new grant.
3. When adding a new department, the Director of Finance will make a request to Catholic Charities Executive Office to add a new department number. The Director of Finance will identify in the request the purpose of the new department.