

CHART OF ACCOUNTS		
ACCOUNT NUMBER	ACCOUNT NAME	DESCRIPTION
1050	TRANSFER TO PAYROLL	Funds transferred to Payroll Account for net payroll and all payroll taxes
1060	TRANSFERS	To Savings, Money Market, CD's only (not for payroll use)
1070	PETTY CASH	Checks used for CASH EXPENSES ONLY (must provide cash expense sheet)
1440	FURNITURE/FIXTURES	Amounts paid for furniture/fixtures for business non-producing income assists
1460	ASSETS	Items purchased to help in the production of sales (i.e. equipment)
1480	LEASEHOLD IMPROVEMENTS	Permanent improvements to property that owner benefits-you depreciate
1490	ORGANIZATIONAL COST	Cost incurred upon start-up (i.e. deposits of utilities/rents)
2055	CREDIT CARDS PAYABLE	Credit Card Purchases used for Business (must provide copy of credit card statement)
2060	CONST LOANS PAYABLE	Loan Funds aquired for sole purpose of Construction
2080	NOTES PAYABLE	Amounts paid by company for business related loans by financial institutions
2720	OWNER'S DRAW	Money drawn from profit for personal use
2730	OWNER'S CONTRIBUTION	Money deposited into business by owner for operation/cash flow
4010	INVENTORY	Purchases made for resale or items bought to produce saleable goods
4095	REFUNDS	Amounts paid back to customers on returns-reduction of sales
5100	PAYROLL EXPENSE	The net amount paid to an employee for work done
5100.5	EMPLOYEE TRAINING	The amount paid to help in training (TWO WEEK LIMIT)
5110	PAYROLL TAX	The amount paid for Payroll Taxes
5210	ADVERTISING & PROMOTION	Amounts paid to promote sales/hire help
5220	EMPLOYEE BENEFITS (IRA)	Amunts paid for Company sponsored Retirement Plan
5230	BANK CHARGES	Amounts charged by banks for fees to include Merchant Fees for Credit Card Purchases
5235	BOUNCED CHECK CHARGES	Charged incurred for insufficient funds
5240	AUTO EXPENSE	Expenses for fuel, repairs, lincense, registration, property tax
5240.5	AUTO INSURANCE	Amounts paid for vehicle insurance used for business
5240.8	AUTO LOAN/LEASE	Amounts paid for vehicle loans/lease used for business
5260	DONATIONS-CHARITABLE	For recognized and Legal Organizations
5270	SUBSCRIPTIONS	Amounts paid for professional journals and trade papers
5290	INSURANCE - BUSINESS	Amount paid for policies that must be carried on business
5291	INSURANCE - EQUIPMENT	Amount paid for equipment used for business
5292	INSURANCE - HEALTH	Amount paid for Company sponsored Medical Plans
5293	INSURANCE - LIABILITY	Amount paid for General Liability Policy for business
5294	INSURANCE - LIFE	Amount paid for Company sponsored Life Insurance Plan
5295	INSURANCE - W/C	Amount paid for policies that must be carried for Worker's Comp
5300	LEGAL & ACCOUNTING	Expense for Legal or Accounting fees
5310	LICENSES / PERMITS / DUES	Amounts paid for Licenses, Dues or Permits in connection with business
5320	MEALS & ENTERTAINMENT	Entertainment expense paid by Company for client to help promote sales
5330	CONTINUING EDUCATION	Continuing education expense needed to keep up with or required by trade
5350	POSTAGE & FREIGHT	Amounts paid for postage or shipping charges for business use
5370	RENT - EQUIPMENT	Amounts paid for leases of systems or equipment used in connection with business
5375	RENT - BUILDING	The amount paid for leasing place of operation or storage warehouse
5380	REPAIR & MAINTENANCE	Expenses incurred for repair and/or maintenance of building or equipment related to business
5400	OPERATING SUPPLIES	Items bought and used in the operation of the business
5410	SALES TAX	Amount due monthly or quarterly on gross sales to include county and city hospitality
5420	PROPERTY TAX	Amount for both Personal Property and Real Estate tax if applicable
5430	TELEPHONE UTILITY	Telephone expense for business use only (if advertising is included provide break-out)
5440	TRAVEL	Business related travel for transportation/lodging/food
5445	UNIFORMS	Uniform expense supplied by the company
5450	UTILITES	Electric, Water, Gas and Cable used for business only
5460	OUTSIDE SERVICES	Services used in connection with business operation (garbage removal/landscaping/security/pest c
5500	CONTRACT SERVICES	Non-Employee services provided to business via contract (i.e. 1099 subcontractors/bands
		NOTE: WHEN MAKING CASH EXPENSE SHEETS USE SAME CODES
rev-12/02/02		