

Company Chart of Accounts

(This list is geared towards Sole Proprietors but can work for most LLC's and Corporations)
These items listed are general suggestions and may or may not apply to your business!

Income:

All items and/or services sold.

Deposits: _____

Credit Card: _____

Cost of Goods Sold:

Beginning Inventory: _____

Purchases: _____

Ending Inventory: _____

Advertising Expenses:

o Yellow Pages: _____

o Business Cards: _____

o Signs/Decals: _____

o Other: _____

Auto Expense:

o Ending Mileage: _____

o Beginning Mileage: _____

o Repairs/Maint.: _____

Contract Labor:

o Contract Labor: _____

Wages:

o Payroll/Wages: _____

o 941 tax: _____

o 940 tax: _____

o RT-6 tax: _____

Commissions & Fees:

o Commissions: _____

o Dues: _____

o Subscriptions: _____

Banking Fees:

o Merchant Fees: _____

Equipment Expense:

o Repairs/Maint.: _____

o New Equipment: _____

Insurance:

o Liability: _____

o Life: _____

o Medical: _____

Legal & Professional:

o Accounting: _____

o Professional Gifts: _____

o Legal Fees: _____

License & Permits:

o License / Permits: _____

Meals & Entertainment:

o Meals: _____

o Entertainment: _____

Travel & Lodging:

o Lodging: _____

o Airfare: _____

o Rental Car: _____

o Travel Meals: _____

Medical:

o Co-Pays: _____

o Dr. Visits: _____

o Scripts: _____

Office Expenses:

o General supplies: _____

o Internet: _____

o Computer Repair: _____

o Office Equipment: _____

o Janitorial: _____

Phone Expense:

o Office phones: _____

o Cell phones: _____

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Rent or Lease:

- o Office Space: _____
- o Equipment Rental: _____
- o Vehicles: _____
- o Other Property: _____

Rental Expense:

- o Building Repair: _____
- o Lawn Maint.: _____
- o Other Repairs: _____

Utilities:

- o Gas/Electric: _____
- o Water/Sewer: _____

Materials & Supplies:

- o Materials: _____
- o Supplies: _____

Uniform Expense:

- o Clothing: _____
- o Laundering/Maint.: _____
- o Safety Gear: _____

Small Tools:

- o Small Tools:

Miscellaneous Expenses:

- o Other: _____
- o Other: _____
- o Other: _____

Additional Categories & Costs:

- [illegible]

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- [illegible]