

## Sample Chart of Accounts

Account Name	Account Type
<b>Balance Sheet Accounts</b>	
<b>Assets</b>	
Current Assets	
Checking Account	Bank
Savings Account	Bank
Petty Cash (or Cash on Hand)	Bank
Accounts Receivable	Current Assets
Other Current Assets	
Inventory	Other Current Assets
Prepaid Insurance	Other Current Assets
Fixed Assets	
Furniture & Equipment	Fixed Assets
Buildings & Improvements	Fixed Assets
Land	Fixed Assets
Leasehold Improvements	Fixed Assets
Vehicles	Fixed Assets
Accumulated Depreciation	Fixed Assets
Other Assets	
Security Deposits	Other Assets
<b>Total Assets</b>	
<b>Liabilities &amp; Equity</b>	
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	Current Liabilities
Credit Cards	Current Liabilities
Other Current Liabilities	Other Current Liabilities
Customer Deposit/Advances	Other Current Liabilities
Gift Certificates/Gift Cards	Other Current Liabilities
Payroll Liabilities	Other Current Liabilities
Sales Tax Payable	Other Current Liabilities
Notes Payable (1yr term or less)	Other Current Liabilities
Long Term Liabilities	
Mortgage	Long Term Liabilities
Vehicle Loans (1+ yr term)	
Equity	
Owner's Contributions	Equity

Owner's Draw  
Retained Earnings

Equity  
Equity

**Total Liabilities & Equity**

**Income Statement Accounts**

**Income**

Sales	Income
Service	Income
Discounts	Income
Shipping & Delivery	Income
Uncategorized Income	Income

**Total Income**

**Cost of Good Sold**

Materials	Cost of Goods Sold
Freight & Shipping Costs	Cost of Goods Sold
Merchant Account	Cost of Goods Sold
Product Purchases	Cost of Goods Sold
Subcontractors	Cost of Goods Sold
Entities & non-1099	Cost of Goods Sold
Individuals and & 1099 contractors	Cost of Goods Sold

**Total COGS**

**GROSS PROFIT**

**Expenses**

Advertising	Expenses
Auto & Truck	Expenses
Fuel	Expenses
Insurance	Expenses
Repairs & Maintenance	Expenses
Registration	Expenses
Bank Services Charges	Expenses
Computer & Internet	Expenses
Commissions & Fees	Expenses
Depreciation	Expenses
Dues & Subscriptions	Expenses
Insurance	Expenses
Interest	Expenses
Legal & Professional Fees	Expenses
Licenses & Permits	Expenses
Meals & Entertainment	Expenses
Office Supplies	Expenses
Parking & Tolls	Expenses
Payroll Expenses	Expenses
Employer Taxes	Expenses
Wages	Expenses

Workers Comp Insurance	Expenses
Postage & Delivery	Expenses
Purchases	Expenses
Rent	Expenses
Repairs & Maintenance	Expenses
Printing	Expenses
Tools	Expenses
Travel	Expenses
Travel Meals	Expenses
Airfare	Expenses
Car rental	Expenses
Utilities	Expenses
Telephone	Expenses
Gas & Electric	Expenses
Ask My Accountant	Expenses
Total Expenses	
Other Income	Other Income
Other Expenses	Other Expenses
Net Income	Net Income