



## CHART OF ACCOUNTS – SETUP CHECKLIST

### 1. ASSETS

- CASH
- PREPAID EXPENSES
- INVENTORY
- ACCOUNTS RECEIVABLE
- EQUIPMENT (ACCUMULATED DEPRECIATION)
- OTHER: \_\_\_\_\_

### 2. LIABILITIES

- ACCOUNTS PAYABLE
- SALES TAX PAYABLE
- LOANS
- CREDIT CARD(S)
- OTHER: \_\_\_\_\_

### 3. INCOME

- SALES
- PRODUCT SALES
- SERVICE SALES
- OTHER: \_\_\_\_\_

## 4. EXPENSES

- ADVERTISING
- AUTOMOBILE EXPENSES: GAS, PARKING, INSURANCE, LEASE, REPAIRS & MAINTENANCE, TOLL, ETC.
- BANK CHARGES
- BUSINESS LICENSES & PERMITS
- COMPUTER & INTERNET EXPENSES
- DELIVERY, FREIGHT CHARGES
- DEPRECIATION
- DUES & SUBSCRIPTIONS
- EQUIPMENT/ RENT LEASE
- JOB MATERIAL/ PURCHASES (COST OF GOODS SOLD)
- MEALS & ENTERTAINMENT
- OFFICE SUPPLIES
- PAYROLL EXPENSES
- PROFESSIONAL FEES
- RENT
- REPAIRS & MAINTENANCE
- SUBCONTRACTOR(S)
- SUPPLIES
- TELEPHONE EXPENSE
- TRAVEL EXPENSE
- UNIFORMS
- UTILITIES
- OTHER: \_\_\_\_\_
- OTHER: \_\_\_\_\_