

**Chart of Accounts Sample**  
*Easy, Breezy Chart of Accounts Webinar*  
 4/21/21

Account	Type (as listed in Program)	QB #	Account #	Notes:
<b>Balance Sheet Accounts:</b>				<b>1,2</b>
Checking	Bank	001	101-000-001	
Savings	Bank	002	101-000-002	
Investments	Bank	017	101-000-017	
Receivables	Accounts Receivable	018	101-000-018	
Prepaid Expenses	Other Current Asset	123	101-000-123	
Land	Fixed Asset	130	101-000-130	
Building and Improvements	Fixed Asset	136	101-000-136	
Furniture and Equipment	Fixed Asset	146	101-000-146	
Accounts Payable	Accounts Payable	202	101-000-202	
Credit Card Balance	Credit Card	204	101-000-204	
Due to Other Govts Units	Other Current Liability	230	101-000-230	
Payroll Liabilities	Other Current Liability	231	101-000-231	
Federal Income Tax Payable	Other Current Liability	231.01	101-000-231.01	<b>3</b>
Social Security Tax Payable	Other Current Liability	231.02	101-000-231.02	
Medicare Tax Payable	Other Current Liability	231.03	101-000-231.03	
MI Income Tax Payable	Other Current Liability	231.04	101-000-231.04	
MI Unemployment Payable	Other Current Liability	231.05	101-000-231.05	
Employee Benefits Payable	Other Current Liability	237	101-000-237	
Health Ins. Payable	Other Current Liability	237.01	101-000-237.01	
Employee Pension Payable	Other Current Liability	237.02	101-000-237.02	
Accrued Payroll	Other Current Liability	257	101-000-257	
Nonspendable Funds	Equity	370	101-000-370	
Unassigned Funds	Equity	390	101-000-390	
Net Position Unrestricted	Equity	399	101-000-399	<b>4</b>
<b>Revenue Accounts:</b>				<b>5</b>
Property Tax-Millage	Income	403	101-000-403	
State Aid	Income	566	101-000-566	
Penal Fines	Income	581	101-000-581	
Printer Fees	Income	607	101-000-607	
Contracted Services	Income	626	101-000-626	
Book Fines	Income	658	101-000-658	
Interest Revenue	Income	665	101-000-665	
Rentals	Income	667	101-000-667	
Donations	Income	674	101-000-674	
Miscellaneous Revenue	Income	675	101-000-675	
Erate/USF Funds	Income	676	101-000-676	
Rebates and Refunds	Income	687	101-000-687	
<b>Expense Accounts:</b>				
Salaries and Wages	Expense	702	101-790-702	
Payroll Expenses	Expense	710	101-790-710	
FICA Taxes	Expense	710.01	101-790-710.01	
Unemployment Taxes	Expense	710.02	101-790-710.02	
Worker's Comp Ins.	Expense	710.03	101-790.710.03	

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Employee Benefits	Expense	711	101-790-711	
Health Insurance	Expense	711.01	101-790-711.01	
Pension	Expense	711.02	101-790-711.02	
Office Supplies	Expense	727	101-790-727	
Equipment	Expense	728	101-790-728	
Maintenance Supplies	Expense	729	101-790-729	
Library Materials	Expense	790	101-790-790	
Books	Expense	791	101-790-791	<b>6</b>
Audio Visual	Expense	792	101-790-792	
Periodicals	Expense	793	101-790-793	
Subscriptions	Expense	794	101-790-794	
Contractual Services	Expense	801	101-790-801	
Professional Services	Expense	802	101-790-802	
Technology Support	Expense	820	101-790-820	
Insurance	Expense	825	101-790-825	
Telephone	Expense	850	101-790-850	
Mileage	Expense	860	101-790-860	
Programs	Expense	880	101-790-880	
Utilities	Expense	920	101-790-920	
Electric	Expense	920.01	101-790-920.01	
Gas	Expense	920.02	101-790-920.02	
Water/Sewer	Expense	920.03	101-790-920.03	
Building Repairs & Maintenance	Expense	931	101-790-931	
Grounds Maintenance	Expense	933	101-790-933	
Professional Development	Expense	955	101-790-955	
Miscellaneous	Expense	960	101-790-960	
Capital Outlay Projects	Expense	971	101-790-971	
Building Improvements	Expense	971.01	101-790-971.01	
Community Garden	Expense	971.02	101-790-971.02	

**Notes:**

See the attached notes for additional help in numbering accounts

***Use the notes section on your chart of accounts as a description of special accounts or how the account is being used. This helps continuity and gives information for your auditor.***

### Notes to Help You in Numbering Accounts:

1. If you use QB Desktop, enter a column for the number as entered in the program. Also, QB sorts accounts by type and then by numbers. The types listed in the sample are QB Desktop types.
2. The sample is for a library with one general fund and one activity, so the account numbers reflect that assumption. Balance sheet accounts do not need the activity number included and so it is indicated as 000. There are not as many open numbers available for balance sheet accounts. Point off as needed.
3. In QB, you can create subaccounts that will feed to a parent account. You can point off for these accounts.
4. QB creates some internal accounts that function in the background. They cannot be deleted but can be edited for your purposes. If starting a new company file, QB will create a "Retained Earnings" account that is used to post the net difference in Revenue and Expenses at the end of the fiscal year. You can rename this to Net Position Unrestricted. Other accounts added by QB may include Payroll liabilities and expenses, open balance equity, and undeposited funds. If you do not use them, still number these accounts, and then hide them in your program chart.
5. Revenue accounts also do not need to list the activity number unless you are using cost centers. A good rule of thumb to determine if you have a cost center is that you *need* to keep track of revenue *AND* expenses for a cost center within your operating fund.
6. Subaccounts do not always need a "point off" number. Use a whole number in the range of the parent account number if you think you may want more detailed accounts under a subaccount. (QB allows you to create subaccounts of subaccounts.)