

Chart of Accounts

Current Assets

11000 Bank Accounts

- 11110 Cheque Account
- 11120 GST/Savings Account
- 11130 *any other bank accounts you may have*
- 11140 Petty Cash Account
- 11150 Payroll Clearing Account
- 11160 ATO Clearing Account
- 11170 Super Clearing Account
- 11180 General Clearing Account
- 11190 Un-deposited Funds

11200 Account Receivable

- 11210 Trade Debtors

11300 Short Term Loans

- 11310 Staff Loans

11400 Inventory

- 11410 Opening Stock
- 11420 Closing Stock

Fixed Assets

13100 Computer Equipment

- 13110 Computer Equipment at Cost
- 13120 Accumulated Depreciation – Computer Equipment

13200 Leasehold Improvements

- 13210 Leasehold Improvements at Cost
- 13220 Accumulated Depreciation – Leasehold Improvements

13300 Motor Vehicles

- 13310 Vehicle 1 (AAA-111)
 - 13311 Vehicle 1 (AAA-111) at cost
 - 13312 Accumulated Depreciation – Vehicle 1(AAA-111)

- 13320 Vehicle 2 (DEF-222)
 - 13321 Vehicle 2 (ZZZ-222) at cost
 - 13322 Accumulated Depreciation – Vehicle 2(ZZZ-222)

13400 Office Equipment

13410 Office Equipment at cost

13420 Accumulated Depreciation – Office Equipment

13500 Plant & Equipment

13510 Plant & Equipment at cost

13520 Accumulated Depreciation – Plant & Equipment

Current Liabilities

24000 Accounts Payable

24100 Trade Creditors

21000 Credit Cards

21100 Credit Cards

21110 VISA Card – 8902

21120 AMEX – 1234

21400 Payroll Liabilities

21410 Staff Superannuation

21415 Unpaid Superannuation

21420 PAYG Withholding Payable

21440 PAYG Instalment

25000 Tax Liabilities

25500 Tax Payable (this can be split to be GST Paid and GST Collected)

26000 Unpaid ATO Liabilities

22000 Other Liabilities

22100 Directors Loans

22200 Premium Funding – Insurance

22210 Unexpired Interest – Insurance

22300 Premium Funding – Workcover

22310 Unexpired Interest - Workcover

Long Term Liabilities

23000 Long Term Liabilities

23100 Business Loan

23110 Unexpired Interest – Business Loan

23200 Motor Vehicle Loan

23210 Unexpired Interest – Motor Vehicle Loan

23300 Plant & Equipment Loan

23310 Unexpired Interest – Plant & Equipment Loan

23200 Other Long Term Liabilities

Owners Equity**31000 Owner's/Shareholder's Equity**

- 31100 Owner's/Shareholders Capital
- 31200 Owner's/Shareholders Drawings
- 39100 Retained Earnings

Income

- 41000 Sales

Cost of Sales

- 51000 Purchases for Resale
- 52000 Freight

Expenses**61000 General and Administrative**

- 61110 Accounting Fees
- 61120 Advertising
- 61130 Bank Charges
- 61140 Bookkeeping Fees
- 61145 Client Gifts
- 61150 Computer Repairs/Supplies
- 61155 Couriers
- 61160 Depreciation Expenses
- 61165 Donations
- 61170 Expensed Equipment
- 61180 Insurance
- 61190 Legal Fees
- 61200 Meeting Expenses
- 61210 Office Supplies
- 61220 Postage
- 61230 Printing
- 61240 Subscriptions/Registrations
- 61250 Taxis/Travel

62000 Communication Expense

- 62110 Fax
- 62120 Internet
- 62130 Mobile telephone
- 62140 Telephone

63000 Motor Vehicle Expenses

- 63100 MV – Expense – Vehicle 1 (AAA-111)
 - 63110 MV 1 (AAA-111) – Depreciation
 - 63120 MV 1 (AAA-111) – Fuel
 - 63130 MV 1 (AAA-111) – Parking & Tolls
 - 63140 MV 1 (AAA-111) – Registration & Insurance
 - 63150 MV 1 (AAA-111) – Service & Repairs

63200 MV – Expense – Vehicle 2 (ZZZ-222)
63210 MV 2 (ZZZ-222) – Depreciation
63220 MV 2 (ZZZ-222) – Fuel
63230 MV 2 (ZZZ-222) – Parking & Tolls
63240 MV 2 (ZZZ-222) – Registration & Insurance
63240 MV 2 (ZZZ-222) – Service & Repairs

64000 Occupancy Expenses

64110 Electricity
64120 Gas
64130 Property Insurance
64140 Property Taxes
64150 Rates
64160 Rent
64170 Water Rates

66000 Payroll Expenses

66110 Fringe Benefits Tax
66120 Staff Amenities
66130 Staff Recruitment
66140 Staff Training
66150 Superannuation Expense
66160 Wages & Salaries
66170 Workers' Compensation
66180 Other Employer Expenses

Other Income

81000 Interest Income

Other Expenses

91000 Interest Expense
99999 Client to Advise