## **CHART OF ACCOUNTS**

use

like to

ones you would

the

## **PROFIT & LOSS ACCOUNTS**

## INCOME

Sales	
Labour/Labor	
Materials	
Parts	
Consumables	
Sundries	
Mileage Income	
Travel Income	
Contractor	
Stock Sales	
Consulting Fees	
PDF Book Sales	
Course Sales	
Webinar Sales	
Template System Sales	
Food	
Beverage	
Fundraising or Grants	
Freight Received	
Bank Interest Income	
Commissions Received	
Gain on Foreign Exchange	

This list is big but not exhaustive.

You won't be using all of these accounts for your business.

Tick the ones you think apply to you right now and enter them to the Cashbook.

You are not limited to using an account only once. You could, for example, have five Subscription accounts if you feel it's important to track the individual amounts.

However, in the Excel cashbook I recommend grouping as many expenses as you can into one account so that you don't have too many account columns.

There are no strict laws around naming your Accounts or how to group or split out your expenses.

You can use common sense and decide which ones to group and which ones to track individually.

## **PROFIT & LOSS ACCOUNTS**

**EXPENSES** Advertising & Promotion Bad debts Bank Fees & Charges Consulting | Contractor Fees Depreciation Entertainment Costs Furnishings & Fixtures Home Office Expenses Insurance - Business Lease Hire Office Equipment Vehicle Machinery Loss on Foreign Exchange Marketing Merchant Fees & Charges Office Expenses Courier | Shipping Equipment Other Packaging Postage Printing Software Stationery **Online Services Cloud Storage** Email Other Applications **Payroll Expenses** Professional Fees Accountancy Legal **Reference Materials** Rent Office Space Workshop Storage Security Subscriptions Training & Development Travel and Accommodation Utilities Gas & Electrical Broadband Phone Vehicle Expenses Gas | Fuel **Repairs and Maintenance** Vehicle Insurance Vehicle Licensing Other Expenses Bank Interest Expense **Commissions Paid** 

