

Sample Chart of Accounts

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This sample of chart of accounts must not be applied as is, but should be personalized to the needs of each company and adapted to its type of operations.

It is presented herewith as a suggestion and SDCG cannot be held responsible for its content or for its misuse.

1 Assets

10 cash & Banks

- 1001 Petty cash
- 1002 Cash on hand (in Cash Registers)
- 1010 Bank accounts
- 1011 Regular saving accounts
- 1021 Post dated checks

11 Accounts receivable

- 1101 Receivable from Ordinary customers
- 1102 Receivable from Foreign customers
- 1103 Receivable from dealers
- 1104 Receivable from other client types
- 1105 Advances to employees
- 1111 Accrued accounts receivable
- 1121 Other accounts receivable
- 1131 Prepaid expenses
- 1141 Allowances for doubtful accounts (bad debts)

12 Inventory

- 1201 Stock item's inventory
 - 120101 Finished goods Inventory - Family xxx
 - 120102 Finished goods Inventory - Family yyy
 - 120103 Finished goods Inventory - Family zzz
 - 1202 Raw material inventory
 - 120201 Raw Material items - Family aaa
 - 120202 Raw Material items - Family bbb
 - 1203 Semi finished items
 - 120301 Semi finished goods - Family 111
 - 120302 Semi finished goods - Family 222
 - 1204 Work in progress
 - 120401 Cost element 111
 - 120402 Cost element 222
 - 120403 Electrical works
 - 120404 Sanitary works
 - 120405 Printing
 - 120406 Color separation
 - 120407 Photography
 - 1205 Supplies inventory
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1206	...
13	Long term investments
1301	Investment in stock
1302	Investment in xxx bonds
1303	Long term investment- fair value adjustment
1304	Investment in...
14	Receivable from sister company/partner accounts
1401	Receivable from sister companies
1402	A/R partners accounts
15	Fixed assets
1501	Vehicles and automobiles
1502	Furniture & fixture
1503	Office equipment
150301	Computer equipment
150302	Electronic items (photocopying, TV, Video,)
150303	Other
1504	Leasehold improvements
1505	Machinery
1506	Store equipment
1507	Building
1508	Land
16	Accumulated depreciation
1601	Depreciation Vehicles and automobiles
1602	Depreciation Furniture & fixture
1603	Depreciation Office equipment
160301	Depreciation Computer equipment
160302	Depreciation Electronic items (photocopying, TV, Video,)
160303	Depreciation Other
1604	Depreciation Leasehold improvements
1605	Depreciation Machinery
1606	Depreciation Store equipment
1607	Depreciation Building
1608	Depreciation Land
18	Deposits
19	Intangible assets (other assets)
1901	Organizational cost
1902	Patents
1902	Franchise
1903	Copyrights
1904	Leasehold

2 Liabilities

21 Accounts payable

- 2101 Assets suppliers payable
- 2102 Trade suppliers payable
- 2103 Payable to employees
- 2104 Other suppliers payable

22 Payable to government institutions

- 2201 Sales tax Payable
- 2202 Payroll tax payable
- 2203 Income tax payable
- 2204 Other tax payable

23 Unearned revenues

- 2301 Advances from customers
- 2302 Other unearned revenues
- 2303 Deferred income - sponsorship/registration fees/maintenance

24 Bank loans

26 Notes payable

- 2601 Notes payable

27 Long term liabilities

- 2701 Long term Notes payable
- 2702 Long term Land payable
- 2703 Long term Equipment/vehicle payable
- 2704 Long term lease payable
- 2705 Other long term liabilities

3 Equity

30 Owners' Equity

- 3001 Stated capital
- 3002 Capital Surplus
- 3003 Capital Withdrawal

31 Corporate contributed capital

- 3101 Common stock subscribed
- 3102 Common stock, par value

32 Retained earning

- 3201 Previous years returned earning
- 3202 Last year results
- 3203 Cash dividend declared

33 Other Owners' equity

- 3301 Treasury stock common

4 Revenue account

41 Revenues from sales to customers

- 4101 Revenues from products- Family xxx
- 4102 Revenues from products- Family yyy
- 4103 Revenues from products- Family zzz

42 Revenues from sales to sister companies

- 4201 Revenues from products- Family xxx
- 4202 Revenues from products- Family yyy
- 4203 Revenues from products- Family zzz

43 Commissions earned

44 Dividends earned

45 Earnings from investments

46 Other income

47 Interest earned

48 Sales return

49 Sales discounts

5 Cost of sales

51 Cost of sales done to trade customers

- 5101 Cost of sales from products- Family xxx
- 5102 Cost of sales from products- Family yyy
- 5103 Cost of sales from products- Family zzz

52 Cost of sales done to sister company

- 5201 Cost of sales from products- Family xxx
- 5202 Cost of sales from products- Family yyy
- 5203 Cost of sales from products- Family zzz

6 Expenses

60 Purchases

- 601 Raw material Purchases
 - 60101 Purchase of raw materials - Family aaa
 - 60102 Purchase of raw materials - Family bbb
 - 60103 Purchase of raw materials - Family ccc
- 602 Purchases of goods
 - 60201 Purchase of products- Family xxx
 - 60202 Purchase of products- Family yyy
 - 60203 Purchase of products- Family zzz
- 603 Purchases discounts
 - 60301 Purchase of products- Family xxx
 - 60302 Purchase of products- Family yyy
 - 60303 Purchase of raw materials - Family ccc
- 604 Purchase returns and allowances
 - 60401 Purchase of products- Family xxx
 - 60402 Purchase of raw materials - Family bbb
 - 60403 Purchase of raw materials - Family ccc
- 605 Shipment expenses
 - 60501 Freight
 - 60502 Insurance
 - 60503 Customs
 - 60504 Clearing fees
 - 60505 Port handling
 - 60506 Other shipment fees
- 606 Inventory adjustment

61 Amortization & Depreciation Expenses

- 6101 Amortization Expense,-----
- 6102 Depreciation Expense, -----

62 Employee Related Expenses

- 6201 Office salaries Expense
- 6202 Sales salaries Expense
- 6211 Employee's benefit Expense
- 6221 Payroll Taxes Expense

63 Financial Expenses

- 6301 Short cash Expense
- 6302 Discount Lost
- 6303 Factoring fee Expense
- 6304 Interest Expense

64 Insurance Expenses

- 6401 Insurance Expense, delivery equipment
- 6402 Insurance Expense, Office equipment
- 6403 Insurance Expense,-----
- 6404 Insurance Expense,-----

65	Rental Expenses
6501	Rent Expense
6502	Rent Expense, office space
6503	Rent Expense, Selling space
6504	Truck, Rent Expense
6505	-----, Rent Expense
66	Supplies Expense
6601	Office Supplies Expense
6602	Stores Supplies Expense
6603	-----Supplies Expense
6604	-----Supplies Expense
67	Miscellaneous Expenses
6701	Advertising Expense
6702	Bad debts Expense
6703	Collection expense
6704	Credit cards Expense
6705	Delivery expense
6706	Equipment Expense
6707	Repairs Expense
6708	Food & Drinks Expense
6709	Gas and Oil Expense
6710	Electricity Expense
6711	Telephone and network Expense
6712	Postage Expense
6713	Permits Expense
6714	Legal Fees expense
6715	Audit fees Expense
6716	Consulting fee Expense
6717	Travel Expense
6718	Hotel Expense
6719	Entertainment expense
6720	Maintenance Expense
6721	Income taxes Expense
6722	Penalties Expense
6723	Gifts Expense
6724	Cleaning Expense
6725	Security Expense

7 Gain on sale of assets

71	Gain on sale of assets
7101	Gain on retirement of bonds
7102	Gain on sale of short-term investments
7103	Gain on sale of machinery
7104	Gain on sale of -----

72	Foreign exchange gain
7201	Foreign exchange gain

8 Gain / Losses on sale of assets

81 Loss on sale of assets

- 8101 Loss of sale on retirement bonds
- 8102 Loss on sale of investment
- 8103 Loss on disposal of machinery
- 8104 Loss on disposal of equipment
- 8105 Loss on exchange of equipment
- 8106 Loss on exchange of machinery
- 8107 Loss on, -----

82 Foreign exchange loss

- 8201 Foreign exchange loss



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