

APPENDIX B

Part B The Complete NAHB Chart of Accounts

1000–1990 Assets

1000–1090 Cash

1010 Petty cash—All of a company’s petty cash accounts, whether maintained in office or by construction superintendent in the field

1020 Cash, general—Demand deposits in bank for all regular trade receipts and disbursements

1030 Cash, payroll—Demand deposits in bank for payroll disbursements only (Generally, companies that employ their own crews and write a large number of payroll checks maintain a separate checking account to cover payroll. For each pay period, a check for the total amount of the payroll is written against the general account and deposited into the payroll account.)

1040 Cash, savings and money market—Deposits in savings and money market accounts

1050 Cash, held in escrow—Cash held at title companies, disbursing agents, and financial institutions, representing refundable customer deposits, completion escrows, or other escrowed funds

1100–1190 Short-term Investments

1110 Certificates of deposit—Funds deposited in interest-bearing certificates of deposit (CDs), maturing in less than one year

1120 Marketable securities—Funds invested in readily marketable stock of unaffiliated companies that management intends to dispose of within one year (In accordance with generally accepted accounting principles [GAAP], these investments should be carried at the lower of aggregate cost or market value. To adjust, credit this account and debit 2940, unrealized holding loss.)

1130 Government securities—Funds invested in securities issued by federal, state, or local authorities maturing in less than one year

1190 Other short-term investments—Funds invested in other instruments for set periods (usually less than one year) that earn interest or dividend income

1200–1290 Receivables

1210 Accounts receivable, trade—Amounts due to the business for construction,

including customers' orders for extras, management services, or other services performed on open account

1220 Accounts receivable, other—Amounts due to the business for services not otherwise classified

1230 Notes receivable—Unpaid balances due to the company on notes received in full or partial settlement of open or short-term accounts

1250 Mortgage notes receivable, current year—Mortgages taken from purchasers in lieu of cash; payments due within 12 months

1260 Due on construction and development loans—Amounts due from financial institutions on construction and development loans (The balance of this account represents the amount of cash available from construction and development loans. When a loan is approved, debit this account to show how much cash is available through the loan, and credit 2220, acquisitions and development loans payable, or 2230, construction loans payable. As you draw cash from the loan, you decrease, or credit, 1260, due on construction and development loans, to show how much cash is available to draw from the loan. Alternatively, you can record draws against construction loans directly to account 2220, acquisitions and development loans payable, or 2230, construction loans payable.)

1265 Costs in excess of billings—Primarily used by remodelers, custom builders, and commercial builders to record costs that exceed their estimated costs (sometimes referred to as under billing) based upon the percentage of completion method

1270 Accrued interest receivable—Interest earned but not received from all sources such as bonds, notes, and mortgages

1280 Allowance for doubtful accounts—A contra account that has a credit balance reflecting the potential uncollectible amounts of any account in the receivables classification (A contra account reduces the balance of an account in this case, accounts receivable without changing the account itself.)

1290 Retentions (retainage) receivable—Amounts withheld by customers on progress billings. (When retentions become due, debit 1220, accounts receivable other, and credit 1290, retention receivable.)

1300–1390 Inventories

1310 Construction materials inventory—Control account for book value of construction materials purchased and stored, rather than delivered directly to a job in progress (As materials are allocated to a specific job, the cost is transferred and debited to 1430, direct construction cost, and credited to 1310, construction materials inventory. Excess materials purchased directly for a specific job and originally debited to 1430 should be debited to 1310 and credited to 1430 if the materials are transferred to inventory. Or they should be added to the cost of the house for which the materials are used.)

1320 Land held for development—Control account for cost of land purchased for future development (The cost of land increases by recording fees, legal fees, and other acquisition costs. Debit cost of land to 1410, land and land development, at the time the land is to be developed, and credit 1320, land

held for development.)

1330 Property held for remodeling—Acquisition costs for properties held for future improvement or remodeling (Once the work is completed, they may be sold or held for investment.)

1400–1490 Work in Progress

1410 Land and land development—Control account for all land and land development costs (see Appendix G) (Cumulative cost of land and land development, including cost of raw land, financing and interest, land planning, engineering, grading, streets, curbs and gutters, sidewalks, storm sewers, temporary utilities, professional fees, permits, and other costs pertaining to the development of the raw land)

1412 Accumulated allocations, land, and land development costs—Accumulated write-offs to developed lots or to cost of sales for land and land development costs (At the time of closing, debit the cost of the lot to the appropriate cost of sales account in the 3500 to 3700 series and credit 1412.)

1420 Developed lots—Cost of lots developed prior to purchase to be used for construction (When a house is closed, debit the cost to the appropriate cost of sales account in the 3500 to 3700 series.)

1425 Reserve for impairment on developed lots—Reserve to reflect lower of cost or market value of developed lots

1430 Direct construction cost—Control account for all direct construction costs (see Appendix E) including permits, direct labor, materials, trade contractors, equipment rentals and any other direct charge to the units under construction (This account must be supported by a job cost subsidiary detailing the cost of each construction unit. It also includes finance and interest charges during construction. Don't include marketing costs or indirect construction costs in this account. When a house is closed, debit the cost to the appropriate cost of sales account in the 3500 to 3700 series.)

1440 Indirect construction cost—A control account that requires a detailed breakdown in a subsidiary ledger showing the different types of cost accumulated in this account (By adding an additional two digits to establish sub accounts, a detailed breakdown of the indirect construction costs can be accommodated in the general chart of accounts [see Appendix F]. Indirect construction costs are necessary costs of building that cannot be directly or easily attributed to a specific house or job. These costs are classified as part of the value of inventories because they contribute to the value of the work in progress. The IRS and GAAP generally require construction inventories to include a proportional share of indirect costs. When a sold house is closed, debit the proportional share of the cost in the 3500 to 3700 series. Alternatively, treat indirect costs by recording the cost within the 4000 series, an operating expense classification. To comply with IRS and GAAP requirements when using the alternative method, allocate the proportional share of indirect construction costs attributable to the work in process inventory to the 1440 account.)

1500–1590 Finished Units and Other Inventory

1510 Finished units—Accumulated direct and indirect construction costs of units completed but not sold (Transfer from and credit accounts 1430, direct construction cost, and 1440, indirect construction cost, at the time of completion. The cost of the lot, accumulated in 1420, developed lots, is transferred to the 3500–3700 series at the time the sale is closed.)

1520 Model homes—Cost includes lot cost and direct and indirect construction costs of houses used as models (Upon completion of a model, transfer the costs to this account from 1420, developed lots; 1430, direct construction cost; and 1440, indirect construction cost, by debiting account 1520 and crediting accounts 1420, 1430, and 1440 by the respective amounts. Upon sale of model, transfer and debit costs to the 3500–3700 series and credit 1520.)

1530 Trade-ins and repossessions—The cost of any trade-ins acquired during a sales transaction and that are held for resale, but not held as investment, including refurbishing until sold (Transfer cost to 3660, cost of sales, trade-ins, when the units are closed.)

1600–1690 Other Current Assets

1610 Refundable deposits—Deposits paid to and held by municipalities, utilities, and other businesses for performance or completion of operation. (Include refundable plan deposits.)

1620 Prepaid expenses—Unexpired portions of expenses applicable to future periods, for items such as insurance, rent, commitment fees, interest and taxes (Detailed accounts for prepayments may be provided by using an additional sub-ledger or adding a two-digit subclass to the main account number.)

1630 Employee advances—Debit for a salary advance and credit when advance is deducted from payroll or repaid by employee

1650 Due from affiliates or subsidiaries—Short-term receivables due from affiliates or subsidiary companies

1660 Due from officers, stockholders, owners, or partners—Amounts currently due from officers, stockholders, owners, or partners of the business

1690 Other current assets—Miscellaneous current assets not otherwise classified

1700–1790 Investments and Other Assets

1710 Investments, long-term—Stocks, bonds, and other securities to be held as long-term investments (By using an additional sub-ledger or two-digit subclass, each type of investment can be maintained in a separate account.)

1720 Cash surrender value of officers' life insurance—Accumulated net cash surrender value; net of any outstanding loans on life insurance carried on the officers of the business

1730 Investments in affiliated entities—Capital stock of affiliated companies, subsidiaries, partnerships and joint ventures (A company's portion of the equity or loss generated by the affiliated entity should be debited, income, or credited, loss, to this account on a periodic basis. The offsetting entry should be debited or credited to 9100, income from partnerships, joint ventures, S-

corporations, and limited liability corporations, provided that the investing company can exercise significant influence—usually more than 20% of the voting power— over the operations of the affiliated entity.)

1750 Mortgage notes receivable, long-term—Amounts of mortgages that are due after the next fiscal year end

1760 Due from affiliated companies or subsidiaries, long-term—Amounts due from affiliated companies or subsidiaries that are to be carried for a long period

1780 Organization cost—Legal fees, corporate charter fees, and other organization costs that are normally capitalized (Credit amortization of these fees directly to this account.)

1800–1890 Property, Plant, and Equipment

1810 Land—Cost of land acquired for the purpose of constructing company offices and warehouses and held for investment (Land held for future development should be included in 1320, land held for development.)

1820 Buildings—Costs relating to offices, warehouses, field offices, field warehouse, and other company structures used in the operation of the business

1825 Rental property—Cost of property owned and managed by the company and held for investment (Buildings used in the operation of the business should be classified in 1820, buildings.)

1827 Recreation amenities—Property the company retains for ownership and operation (Include property to be turned over to a home owners' association in 1430, direct construction cost.)

1830 Office furniture and equipment—Cost of office furniture, fixtures, and small equipment used by administrative and office personnel

1840 Vehicles—Cost of automobiles and trucks owned by the business

1850 Construction equipment—The cost of all construction equipment, excluding licensed motor vehicles (Charge or debit small tools of nominal value to 1440, indirect construction cost, or 4560, small tools and supplies.)

1870 Model home furnishings—Cost of model home furniture and furnishings

1875 Design center displays—Cost of design center displays

1880 Leasehold improvements—Cost of improvements made to leased property

1890 Computer equipment and software—Cost of computer hardware and software (They may be segregated to improve tracking.)

1900–1999 Accumulated Depreciation

1920 Accumulated depreciation, buildings—Accumulated depreciation on assets carried in 1820, Buildings

1925 Accumulated depreciation, rental properties—Accumulated depreciation on rental properties carried in 1825, rental property

1927 Accumulated depreciation, recreation amenities—Accumulated depreciation on property carried in 1827, recreation amenities

1930 Accumulated depreciation, office furniture and equipment—Accumulated depreciation on assets carried in 1830, office furniture and equipment

- 1940 Accumulated depreciation, vehicles**—Accumulated depreciation on assets carried in 1840, vehicles
- 1950 Accumulated depreciation, construction equipment**—Accumulated depreciation on assets carried in 1850, construction equipment
- 1970 Accumulated depreciation, model home furnishings**—Accumulated depreciation on assets carried in 1870, model home furnishings
- 1975 Accumulated depreciation, design center displays**—Accumulated depreciation on assets carried in 1875, design center displays
- 1980 Accumulated depreciation, leasehold improvements**—Accumulated depreciation on assets carried in 1880, Leasehold improvements
- 1990 Accumulated depreciation, computer equipment and software**—Accumulated depreciation on assets carried in 1890, computer equipment and software

2000–2990 Liabilities and Owners’ Equity

2000–2090 Deposits by Customers

- 2010 Contract deposits**—Down payments, earnest money, and deposits on contracts (Transfer and credit the deposit to the appropriate account in the 3000–3400 series, Sales and Revenues, when the sale is closed, and debit 2010, contract deposits.)
- 2030 Tenant security deposit**—Refundable tenant deposits held to secure proper care of unit
- 2040 Advance rent collected**—Rent collected from tenants that relate to a future period. (When the rental income is earned, debit this account, and credit 3200, rental property income.)

2100–2190 Accounts Payable

- 2110 Accounts payable, trade**—Amounts payable on open account to suppliers and trade contractors
- 2120 Retentions payable**—Amounts withheld from trade contractors until final completion and approval of their work
- 2190 Accounts payable, other**—Other short-term open accounts due to non-trade individuals or companies

2200–2290 Notes Payable

- 2200 Line of credit payable**—Outstanding balance on revolving line of credit
- 2220 Acquisitions and development loans payable**—Control account for all loans from lending institutions for acquisition and development costs (Detail accounts for each acquisition or development may be provided by using an additional sub-ledger or a two-digit subclass to the main account number.)
- 2230 Construction loans payable**—Control account for all loans from lending institutions for construction financing (Detail accounts for each construction loan payable may be provided by using an additional sub-ledger or a two-digit subclass to the main account number.)
- 2240 Current portion of long-term debt**—Portion of principal payments included in 2510, long-term notes payable, and 2530, mortgage notes payable,

that are due on notes to be paid within one year
2290 Notes payable, other—Notes payable to banks, other financial institutions, and other individuals that are due within one year

2300–2490 Other Current Liabilities

2310 Social Security and Medicare—Accumulated Social Security (FICA) and Medicare taxes withheld from employee payroll (This account is also used to accrue the employer portion of these taxes.)

2320 Federal payroll tax, withheld and accrued—Accumulated federal taxes withheld from employee payroll and owed to the federal government

2330 State and local payroll tax, withheld and accrued—Accumulated state taxes withheld from employee payroll and owed to state government (Credit funds withheld from employee pay, and debit payments to the state income tax division. Also include disability and other state withholding taxes. For multiple states, cities, or other local government withholdings, you may set up a separate account, or use a two-digit sub-account.)

2340 Other payroll withholdings—Other accumulated amounts withheld from employee payroll, such as employees' share of health insurance costs (Credit funds withheld from employee payroll, and debit payments to the proper agencies.)

2345 Union withholding and benefits payable—Accumulated amounts withheld from employee payroll in accordance with a collective bargaining agreement (This account can also be used to accrue employer liability for union benefits such as pension and welfare, training, health insurance, and other required benefits. To accrue benefits, credit this account and debit 4150, union benefits. Debit this account for payments to the union or appropriate fund.)

2350 Sales and use taxes payable—Credit amount of tax received from purchasers and debit payments to the taxing authority (Note that taxes paid on material used in construction are debited to 1430, direct construction cost, or 3830, building material.)

2360 Real estate taxes payable—Credit the company's liability for real estate taxes incurred to date, and debit payments to the taxing authority

2370 Income taxes payable—Credit for accrual of the company's current liability for federal and state income and franchise taxes and debit payments to the taxing authorities

2390 Accrued interest payable—Credit interest accrued and payable and debit payments

2400 Accrued salaries and wages payable—Control account for accrued salaries and wages (Credit accrued salaries and wages and debit payments made.)

2410 Accrued commissions payable—Commissions earned but not yet paid (Credit the amount of commission due and debit payments.)

2411 Accrued pension and profit-sharing expenses—Pension and profit-sharing earned but not yet paid (Credit amount due and debit payments.)

2420 Workers' Compensation insurance payable—Amounts withheld from payment to trade contractors for Workers' Compensation insurance but not yet

paid (This account can also accrue the employers' liability for Workers' Compensation for their employees.)

2425 Other accrued expenses—The liability for expenses that have been incurred, but invoices have not yet been received, or the expense has not been paid, such as professional fees, bonuses, commissions, and vacations (Detailed accounts for other accrued expenses may be provided by using an additional sub-ledger or adding a two-digit subclass to the main account number.)

2430 Deferred income—Advance payments made by tenants or other sources for which income is not yet earned (Credit advance payments to this account. Debit the account when the revenue is earned, and credit the appropriate income account.)

2440 Due to affiliated companies or subsidiaries—Amounts currently due to affiliated or subsidiary companies

2450 Due to officers, stockholders, owners, partners—Amounts currently due to officers, stockholders, owners, and partners

2480 Billings in excess of costs—Usually used by remodelers, custom builders, and commercial builders to record charges that exceed estimated costs (sometimes referred to as overbilling), using the percentage of completion method of accounting

2490 Other current liabilities—Miscellaneous current liabilities not otherwise classified

2500–2890 Long-Term Liabilities

2510 Long-term notes payable—Control account for notes on vehicles, equipment, and other assets used in operations (Include current portion in 2240, current portion of long-term debt. Detailed accounts for long-term payable liabilities may be provided by using an additional sub-ledger or a two-digit subclass to the main account number.)

2530 Mortgage notes payable—Control account for mortgages on rental property and land and buildings used in operations (Include current portion in 2240, current portion of long-term debt. Detailed accounts for mortgage notes payable may be provided by using an additional sub-ledger or a two-digit subclass to the main account number.)

2600 Deferred income taxes payable—Income taxes due on deferred income

2610 Due to affiliated companies or subsidiaries, long-term—Amounts due to affiliated companies or subsidiaries that are to be carried for a long-term period.

2620 Due to officers, stockholders, owners, partners, long-term—Amounts due to company officers, stockholders, owners and partners to be carried for a long-term period

2700 Other long-term liabilities—Long-term liabilities not otherwise classified

2900–2990 Owners' Equity

2900 Common stock—Par value or stated value of stock outstanding

2910 Additional paid in capital—Amounts received in excess of par or stated

value of stock

- 2920 Retained earnings**—Prior years' accumulation of profits or losses
- 2930 Treasury stock**—The corporation's own capital stock which has been issued and then reacquired by the corporation by either purchase or gift
- 2940 Unrealized holding loss**—Represents cumulative unrealized loss on investments or marketable securities (Investments or marketable securities should be adjusted to the market value on an annual or periodic basis.)
- 2950 Partnership or proprietorship account**—A separate account for each partner, indicating accumulated equity to date (Detailed accounts for partnership or proprietorship account may be provided by using an additional sub-ledger or adding a two-digit subclass to the main account number.)
- 2960 Distributions, dividends, and draws**—Accumulated owners' withdrawals for period (Maintain a separate account for each owner. Debit distributions, dividends, and draws to this account. At the end of the fiscal year, close the account by crediting this account and debiting the amounts to 2920, retained earnings, or 2950, partnership or proprietorship account, as applicable. Detailed accounts for distributions, dividends, and draws may be provided by using an additional sub-ledger or adding a two-digit subclass to the main account number.)

3000–3990 Sales, Revenues, and Cost of Sales

3000–3490 Sales and Revenues

- 3000 Sales, land held for development**—Revenues earned from sales of raw land not yet subdivided, and without improvements
- 3050 Sales, developed lots**—Revenues earned from sales of partially or fully developed lots
- 3100 Sales, single-family, speculative**—Revenues earned from sales of spec houses
- 3110 Sales, single-family, production**—Revenues earned from sales of production houses
- 3120 Sales, single-family, custom designed**—Revenues earned from sales of custom houses
- 3125 Sales, single-family, custom, no land**—Revenues earned from sales of houses built under contract on land owned by someone other than the builder
- 3128 Sales, options and upgrades**—Revenues earned from sales of options and upgrades selected by buyers during the construction process. This account to be used when the company elects to tract the sales of options and upgrades separately from the standard sales price of the houses
- 3130 Sales, residential remodeling**—Revenues earned from sales of residential remodeling work
- 3133 Sales, commercial and industrial remodeling**—Revenues earned from sales of commercial and industrial remodeling work
- 3135 Sales, insurance restoration**—Revenues earned from sales of insurance restoration work
- 3137 Sales, repairs**—Revenues earned from sales of repair work
- 3140 Sales, multifamily**—Revenues earned from sales of multifamily units

- 3150 Sales, commercial and industrial**—Revenues earned from sales of new commercial and industrial construction
- 3160 Sales, trade-ins, and repossessions**—Revenues earned from sales of houses originally received as partial payment on another sale or repossessions
- 3190 Sales, other**—Revenues earned from sales of construction activities not otherwise classified
- 3195 Cancellation fees**—Forfeiture of contract deposits
- 3200 Rental property income**—Revenues earned from rental of investment property and office space
- 3210 Common area reimbursements**—Revenues earned from tenant reimbursement of common area expenses (Common area expenses should be charged to the applicable account within the 7000 series. Other reimbursements should be credited to 3220, other reimbursements.)
- 3220 Other reimbursements**—Revenues earned from tenant reimbursement of expenses (Expenses incurred by the company should be charged to the applicable account within the 7000 series.)
- 3230 Parking fee income**—Revenue earned from the rental of company-owned parking facilities
- 3240 Amenities facilities income**—Revenue earned from rental and use charges for company-owned recreational facilities
- 3360 Construction management fee income**—Revenues earned from construction management activities
- 3370 Design fees collected**—Revenues earned from design activities
- 3400 Miscellaneous income**—Revenues earned from sources not otherwise classified
- 3410 Interest income**—Interest earned from certificates of deposits, savings accounts, and other sources
- 3420 Dividend income**—Dividends earned from investments in stocks, bonds, and other sources
- 3450 Earned discounts**—Cash discounts earned from payment on account within the time established by the supplier or trade contractor
- 3460 Earned rebates**—Incentives received from manufacturer for use of their products
- 3490 Sales concessions and discounts**—Accumulates the difference between the published sales price and the contract price (This account captures the impact of concessions on company margins. If this account is used, the published price is placed in the appropriate sales account, and concessions and discounts are debited here. This contra account is a reduction to sales.)

3500–3700 Cost of Sales

- 3500 Cost of sales, land held for development**—Includes transfers from 1320, land held for development, at the time of sale (Credit 1320 and debit 3500, cost of sales, land held for development.)
- 3550 Cost of sales, developed lots**—Allocated amount to be written off on lots sold (Credit 1420, if the lot was developed prior to purchase, or 1412, accumulated allocations, land and land development costs, if the company devel-

oped the lot. Debit 3550, cost of sales, developed lots.)

- 3600 Cost of sales, single-family, speculative**—Direct construction costs related to sales of homes recorded in 3100, sales, single-family, speculative (Transfer from and credit 1430, direct construction cost. Debit 3600.)
- 3610 Cost of sales, single-family, production**—Direct construction costs of houses built under contract (Transfer from Account 1430, Direct construction cost. Debit 3610, cost of sales, single-family, production.)
- 3620 Cost of sales, single-family, custom designed**—Direct construction costs of custom houses (Transfer from 1430, direct construction cost, if applicable. Debit 3620, cost of sales, single-family, custom designed.)
- 3625 Cost of sales, single family, custom, no land**—Direct construction costs of custom homes built on land owned by someone other than the builder. (Transfer from 1430, direct construction cost, if applicable. Debit 3625, cost of sales, single-family, custom, no land.)
- 3628 Cost of sales, options and upgrades**—Direct construction costs of options and upgrades selected by buyers during the construction process. (Transfer from 1430, direct construction cost, if applicable. Debit 3628, cost of sales options and upgrades. This account to be used when the company elects to tract the cost of options and upgrades separately from the standard cost of the houses
- 3630 Cost of sales, remodeling**—Direct construction costs of remodeling (Transfer from 1430, direct construction cost, if applicable. Debit 3630, cost of sales, remodeling. Alternatively, use the 3800 series to directly post remodeling costs to cost of sales.)
- 3633 Cost of sales, commercial and industrial remodeling**—Direct construction costs of commercial and industrial jobs (Transfer from 1430, direct construction cost, if applicable. Debit 3633, cost of sales, commercial and industrial remodeling.)
- 3635 Cost of sales, insurance restoration**—Direct costs for insurance restoration work (Transfer from 1430, direct construction cost, if applicable. Debit 3635, cost of sales, insurance restoration.)
- 3637 Cost of sales, repairs**—Direct costs for repairs (Transfer from 1430, direct construction cost, if applicable. Debit 3637, cost of sales, repairs.)
- 3640 Cost of sales, multifamily**—Direct construction costs of multifamily units sold (Transfer from 1430 direct construction cost. Debit 3640 cost of sales, multifamily.)
- 3650 Cost of sales, commercial and industrial**—Direct construction costs of commercial and industrial jobs (Transfer from 1430, direct construction cost, if applicable. Debit 3650, cost of sales, commercial and industrial.)
- 3660 Cost of sales, trade-ins**—Trade-in allowance and refurbishing (Transfer from 1530, trade-ins and repossessions, at the time of sale. Debit 3660, cost of sales, trade-ins.)
- 3690 Cost of sales, other**—Costs incurred to generate income from sources not otherwise classified
- 3700 Direct construction cost for prior periods**—Cost adjustments to cost of sales for charges or credits from prior period closings (These adjustments are

for changes in cost that have not been accounted for after closing an individual unit.)

3800–3899 Costs of Construction

The following accounts can be used by remodelers and builders to directly post construction costs to cost of sales, instead of posting direct construction costs to 1430, direct construction cost.)

3810 Direct labor—Includes the gross wages paid to lead carpenters and crews engaged in the remodeling process

3820 Labor burden—Payroll taxes and Workers' Compensation insurance, as well as other items such as health insurance, life and disability insurance that relate to gross wages paid to the field crew (Also, includes vacation, holiday, sick days, and other paid days off for the field crew.)

3830 Building material—Cost of materials used on a remodeling project (Also includes all freight and taxes paid on the material in this account.)

3840 Trade contractors—Cost of trade contractors used on a specific remodeling project

3850 Rental equipment—Cost of rental equipment used on a specific remodeling project

3860 Other direct construction costs—Includes cost of small tools consumed on a specific remodeling project, cost of permits and fees for a particular project, and any other direct construction costs not otherwise classified

3870 Professional design fees—Costs paid to architects, engineers, interior designers, certified kitchen designers, and bath designers for use on a specific remodeling job (Also includes in-house design salaries, wages, and the related labor burden in this account if they are incurred on a specific remodeling job.)

4000–4990 Indirect Construction Cost

The 4000 series of accounts is an alternative to 1440, indirect construction cost. The 4000 series allows a detailed breakdown of accounts in the general ledger while maintaining a four-digit numerical code. The indirect costs accumulated in these accounts must still be allocated to houses or specific jobs held in inventory to comply with GAAP and IRS regulations.

4000–4090 Salaries and Wages

Salaries and wages of personnel directly engaged in the construction process, but not identified with a specific unit

4010 Superintendents—Salaries of supervisory personnel for time spent in organizing, planning, or supervising production crews (This category does not include wages of personnel who work on specific jobs and their crews.)

4020 Laborers—Wages paid to laborers on construction that cannot be charged to a specific job. (If possible, labor should be estimated, budgeted, and charged to a specific job.)

4030 Production manager—Salaries paid to the supervisors of superintendents

4040 Architects, drafters, estimators, purchasers—Salaries and wages of per-

sons who perform these duties for construction jobs (If this function is a department unto itself; each person's job may be broken down into a separate account.)

4050 Warranty and customer service manager—Salaries of employees responsible for the warranty and service function

4060 Warranty and customer service wages—Labor incurred to repair, replace, or service any item on a particular unit after possession by owner

4070 Other indirect construction wages—Salaries and wages of personnel such as timekeepers, security guards, and quality control inspectors who are involved in the construction process but not identified with specific units

4990 Absorbed indirect costs—Used as a contra account to allocate the proportional share of indirect construction cost to work in process inventories to comply with IRS and GAAP requirements (This contra account requires a year-end closing adjustment, which is usually handled by an accountant.)

4100–4190 Payroll Taxes and Benefits

4110 Payroll taxes—The accumulated share of FICA, unemployment, Medicare, Social Security, and other company-paid taxes related to salaries and wages charged as indirect cost

4120 Workers' Compensation insurance—Insurance premiums for individual construction workers

4130 Health and accident insurance—Premiums for health and accident insurance for indirect construction workers

4140 Retirement, pension, profit sharing—Employer contributions to retirement, pension, and profit-sharing plans for indirect construction workers

4150 Union benefits—Benefits related to indirect construction workers in accordance with a collective bargaining agreement

4190 Other benefits—Benefits related to salaries and wages charged as indirect costs not otherwise classified

4200–4290 Field Office Expenses

Maintenance and repairs, utilities, telephone and other expenses incidentals to a field office, including erection and moving. The field office is often a trailer; if the office is in model, include these expenses in the 6600 series of accounts (model home maintenance).

4210 Rent, field office—Rent for field office

4230 Repairs and maintenance, field office—Repairs and maintenance of field office including service contracts

4250 Utilities, field office—Heat, electricity and other utilities for field office

4260 Telephone, field office—Installation and monthly charges for field office telephone and related communications equipment

4265 Mobile phones, pagers, and radios, field office—Purchase and monthly charges for cellular phones, pagers, and field radios for construction personnel

4290 Other field office expenses—Expenses for field office not included in other categories

4300–4390 Field Warehouse and Storage Expenses

Costs incurred in material handling and storage if materials are not delivered to the jobsite by supplier.

4310 Rent, field warehouse and storage—Rent on warehouse and storage facilities

4330 Repairs and maintenance, field warehouse and storage—Repairs and maintenance of warehouse and storage facilities, including service contracts

4350 Utilities, field warehouse and storage—Heat, electricity and other utilities for warehouse and storage facilities

4360 Telephone, field warehouse and storage—Installation and monthly charges for telephone in warehouse and storage

4400–4490 Construction Vehicles, Travel, and Entertainment

4410 Lease payments, construction vehicles—Payments on leased or rented vehicles used by construction personnel

4420 Mileage reimbursement—Payment to field personnel for use of their private vehicles

4430 Repairs and maintenance, construction vehicles—Repair and maintenance costs for automobiles and trucks used by construction personnel (Includes both minor and major work.)

4440 Operating expenses, construction vehicles—Fuel, oil, and lubrication expenses for automobiles and trucks used by construction personnel

4450 Taxes, licenses, insurance, construction vehicles—Property damage and liability insurance, licenses, fees, and taxes on vehicles used by construction personnel

4460 Travel, construction department—Travel expenses incurred by construction personnel

4470 Customer business entertainment, construction—Business-related entertainment expenses incurred by construction personnel

4480 Training and education, construction—Training and education expenses incurred by construction personnel

4490 Recruiting fees and expenses, construction—Expenses associated with the hiring of construction personnel

4500–4590 Construction Equipment

Costs of maintaining and operating construction equipment

4510 Rent, construction equipment—Payments on leased or rented equipment

4530 Repairs and maintenance, construction equipment—Repair and maintenance costs on equipment

4540 Operating expenses, construction equipment—Fuel, oil, and lubrication expenses on equipment

4550 Taxes and insurance, construction equipment—Taxes and insurance required on equipment

4560 Small tools and supplies—Cost of items such as hand tools, shovels, skill saws, small power tools, and extension cords, used in construction

4600–4690 Expenses for Maintaining Unsold Units and Units under Construction

Costs applicable to units under construction, prior to delivery to customer

4610 Temporary utilities—Utility hook-up costs and utility bills related to units under construction (Custom and small-volume builders may consider classifying these costs as part of direct construction cost.)

4620 Trash maintenance—Cost of trash hauling, dumpsters, and other equipment necessary for construction site maintenance

4640 Lawn care—Costs required to maintain the lawn prior to transfer to customer

4650 Utilities, completed units—Utility cost and hookups for finished units held in inventory and awaiting sale

4660 Repairs and maintenance, completed units—Cost of repair and maintenance to any unit held in inventory for sale

4700–4790 Warranty and Customer Service

4710 Salaries and wages, warranty—Labor incurred to repair, replace, or service any item after possession of a unit by owner

4720 Material, warranty—Price of materials to repair, replace, or service any item after possession of a unit by owner

4730 Trade contractor, warranty—Cost of trade contractor, incurred to repair, replace, or service any item after possession of a unit by owner

4790 Other warranty expenses—Costs—other than labor, materials, or trade contractors—incurred to repair, replace, or service any item after possession of a unit by owner

4800–4890 Depreciation Expenses

4820 Depreciation, construction office—Depreciation expense of construction office equipment

4830 Depreciation, warehouse—Depreciation expense of warehouse

4840 Depreciation, construction vehicles—Depreciation expense of construction vehicles

4850 Depreciation, construction equipment—Depreciation expense of construction equipment

4900–4990 Other

4910 Insurance and bonding expenses—Cost of obtaining insurance or bonding for construction projects and properties

4920 Builder's risk insurance—Cost of obtaining builder's risk insurance (Custom and small-volume builders may be more inclined to treat this as a direct cost.)

4990 Absorbed indirect costs—To comply with IRS and GAAP requirements and allocate the proportional share of indirect construction cost to work in process inventories (This contra account requires a year-end closing adjustment, which is usually handled by an accountant.)

5000–5990 Financing Expenses

5000–5090 Interest

- 5010 Interest on line of credit**—Interest expense on loans held by banks and other lenders for operating capital
- 5020 Interest on notes payable**—Interest expense on notes payable for fixed assets such as office buildings and vehicles
- 5030 Interest expense on developed lots**—Interest expense on developed lots not currently under construction
- 5040 Interest incurred on construction loans**—Interest expense paid during the building of a house (To comply with IRS and GAAP requirements, interest on construction loans must be capitalized during the construction period. If interest is posted to this account, allocate the proportionate share of interest to work-in-process inventories to comply with IRS and GAAP requirements at year end.)
- 5050 Interest on completed speculative inventory**—Interest expense paid on completed speculative homes before closing on the units
- 5090 Interest expense, other**—Other interest paid or accrued

5100–5190 Construction Loan Points and Fees

- 5120 Points and fees**—Expenses paid on points and fees for construction loans
- 5130 Appraisal and related fees**—Service charges paid for appraisal of property related to construction loans
- 5140 Inspection fees**—Fees for inspection by lenders

5200–5290 Closing Costs

Closing costs related to the sale of finished houses

- 5210 Closing costs**—Closing costs related to the sale of finished houses (including property and real estate taxes) paid by the seller (Custom and small-volume builders may charge closing costs as a direct expense. If they are paid on buyer's behalf as a concession, include in 6930, sales concessions.)
- 5220 Title and recording**—Fees charged for searching and recording and for title insurance
- 5230 Loan fees**—Origination or standby fees on permanent financing commitments

6000–6990 Sales and Marketing Expenses

This section of the operating expense chart of accounts is reserved for sales and marketing expenses that may be written off as period expenses.

6000–6090 Sales Salaries, Marketing Salaries and Commissions

- 6010 Compensation, sales manager**—Compensation, including bonuses or incentives, for sales managers
- 6030 Salaries, sales personnel**—Salaries for noncommissioned activities,

excluding draws against present or future commissions

6040 Sales commissions, in-house—Commissions paid to employees (Remodelers sometimes charge these commissions as a direct cost.)

6045 Sales commissions, internet and website support—Commissions paid to employees supporting sales agents with internet and website follow up

6050 Sales commissions, outside—Commissions paid to sales agents and others not employed by the company

6060 Salaries, design center personnel—Salaries and wages paid to personnel working on the design center

6065 Commissions, designers—Commissions paid to designers selling upgrades to buyers during the selection process

6090 Other sales office salaries and wages—Salaries and wages for clerical and other personnel who work directly for the sales department or sales office, including hostesses, sales assistants, marketing and internet marketing

6100–6190 Payroll Taxes and Benefits, Sales and Marketing

Payroll taxes and benefits associated with salaries and wages of the sales and marketing department or sales office employees

6110 Payroll taxes, sales and marketing—Accumulated share of FICA, unemployment, and other taxes relating to salaries and wages of sales and marketing personnel

6120 Workers' compensation insurance, sales and marketing—Insurance premiums on salaries and wages of sales and marketing personnel

6130 Health and accident insurance, sales and marketing—Premiums for health and accident insurance for sales and marketing personnel

6140 Retirement, pension, profit-sharing plans, sales and marketing—Employer contributions paid to retirement, pension, and profit-sharing plans for sales and marketing personnel

6190 Other benefits, sales and marketing—Benefits relating to salaries and wages of sales and marketing personnel

6200–6290 Sales Office Expenses

Operating costs related to a separate sales office or design center. (If the sales office is in a model home, include expenses in the 6660–6690 series, model home maintenance.)

6210 Rent, sales office—Rental of sales office

6230 Repairs and maintenance, sales office—Cost of all interior and exterior sales office building repairs and maintenance, including interior remodeling not capitalized, janitorial service, landscaping, and window washing

6250 Utilities, sales office—Heat and other utilities for sales office

6260 Telephone, sales office—Installation and monthly charges, both land-line and cell phones for sales office

6270 Supplies, sales office—Office supplies used by sales office staff

6300–6395 Advertising and Sales Promotion

6310 Print advertising—Classified and display advertising expenses

- 6320 Radio advertising**—Expenses for radio time and related services
- 6325 Television advertising**—Expenses for television time and related services
- 6330 Web page design and maintenance expense**—Expenses for design of web pages and related maintenance
- 6335 Internet marketing, advertising and fees**—Expenses for electronic media advertising and all social media activities
- 6340 Brochures and catalogs**— Cost of designing and printing brochures and catalogs
- 6350 Signs**—Expenses for photography, typography, printing, artwork, copywriting, materials, and supplies required to make signs
- 6355 Billboards**—Fees paid for art and advertising on billboards
- 6365 Promotions**—Fees paid for special programs and items, such as move-in gifts
- 6370 Agency commissions**—Fees paid to agencies that assist in setting up advertising programs
- 6380 Multiple listing fees**—Payments to a centralized brokerage service
- 6390 Public relations**—Fees paid to public relations firms for press releases and other publicity
- 6395 Referral fees**—Payments for referrals

6400–6490 Sales Vehicles, Travel, and Entertainment

- 6410 Lease payments, sales vehicles**—Payments on leased or rented vehicles used for sales and marketing personnel
- 6420 Mileage reimbursement**—Payment to sales and marketing personnel for use of their private vehicles
- 6430 Repairs and maintenance, sales vehicles**—Repair and maintenance costs for the company’s automobiles used by sales and marketing personnel, including both minor and major work
- 6440 Operating expense, sales vehicles**—Fuel, oil, and lubrication costs
- 6450 Taxes, licenses, insurance, sales vehicles**—Property damage and liability insurance, licenses, fees, and taxes on company vehicles used by sales and marketing personnel
- 6460 Travel, sales and marketing**—Travel expenses incurred by sales and marketing personnel
- 6470 Customer business entertainment**—Entertainment expenses incurred by sales and marketing personnel

6500 – 6590 Design Center Expenses

- 6510 Rent or lease payments, design center**—Cost of renting or leasing a design center space
- 6530 Repairs and maintenance, design center**—Repairs, maintenance, and decoration expenses resulting from use, damage, or changes to the design center
- 6550 Utilities, design center**—Heat, electricity, water and sewer expenses
- 6560 Management fees design center**—Management fees paid for the administration and supervision of the design center and the selection process

- 6570 Signage, design center**—Cost of signage for design center
- 6580 Telephone, design center**—Installation and monthly charges, both land-line and cell phones for design center office
- 6585 Supplies, design center**—Office supplies used by design center office staff

6600–6690 Model Home Maintenance

- 6610 Rent or lease payments, model home furnishings**—Costs of renting or leasing model home furnishings
- 6620 Model home rent or lease payments**—Costs of renting or leasing the model home
- 6625 Decorating fees, model home**—Fees for decorating services
- 6630 Repairs and maintenance, model homes**—Repairs, maintenance, and decoration expenses resulting from use, damage, or minor changes to the model or its furnishings
- 6650 Utilities, model homes**—Heat, electricity, water and sewer expenses
- 6670 Lawn and landscaping care, model homes**—Labor and material costs for lawn maintenance, including mowing, watering, seeding or sodding, and fertilizing lawns and pruning other vegetation
- 6680 Cleanup, model homes**—Costs relating to window washing and daily cleanup
- 6690 Interest on model homes**—Interest paid after completion of the model home(s)

6700–6790 Sales and Marketing Fees

- 6710 Market research and consultation**—Fees for market research and consultation
- 6720 Interior design fee**—Fees paid for outside designers to assist buyers with their selections
- 6770 Recruiting fees and expenses, sales and marketing personnel**—Expenses associated with the hiring of sales and marketing personnel
- 6780 Training and education expenses**—Cost of travel and registration fees for seminars and conventions, meals and lodging expenses, in-house programs, literature, and materials (Also includes expenses incurred for conventions and trade shows, as well as national, state, and local association meetings.)

6800–6890 Depreciation

- 6810 Depreciation, sales office**—Depreciation on sales office
- 6830 Depreciation, sales vehicles**—Depreciation on sales and marketing vehicles
- 6870 Depreciation, model home furnishings and decorations**—Depreciation on model home furnishings and decorations
- 6880 Depreciation, design center displays**—Depreciation on design center displays

6900–6990 Other Marketing Expenses

- 6930 Sales concessions**—Announced discounts and other incentives (such as gifts and travel incentives) provided to customers as part of marketing and

sales strategy

6940 Buy downs—Refunds of interest and points issued to customers during the sales process

6999 Other sales and marketing expenses—Sales and marketing expenses not otherwise classified

7000–7990 Operating and Management Expense, Rental Operations

7000–7090 Property Management

7010 Compensation, property manager—Compensation, including bonuses and incentives, for managers of property management personnel

7030 Salaries and wages, property management personnel—Direct salaries and wages for non-commission activities, excluding draws against present and future commissions, which should be debited to 7040, commissions, in-house, or 7050, commissions, outside.)

7040 Commissions, in-house—Commissions paid to property management personnel employed by the company for leasing of rental property

7050 Commissions, outside—Commissions paid to sales agents and others not employed by the company for leasing of rental property

7060 Salaries and wages, maintenance personnel—Wages and salaries of company personnel assigned to the maintenance and repair of rental property (To track the different types of work performed by maintenance personnel—such as janitorial service, landscaping, and repair—a builder may want to add a 1 or 2 digit suffix to this account number for each type of work performed. For example, this account could include 706001 and so on.)

7070 Payroll taxes and benefits, rental operations—Cost of the company's FICA, Medicare, and federal and state unemployment insurance for rental personnel

7072 Workers' compensation insurance, rental—Insurance premiums on salaries and wages of rental personnel

7073 Health and accident insurance, rental—Premiums for health and accident insurance for rental personnel

7074 Retirement, pension, and profit-sharing plans, rental—Employer contributions to retirement, pension, and profit-sharing plans for rental personnel

7079 Other benefits, rental—Salaries and wages for in-house clerical and other personnel involved in property management activities not otherwise classified

7100–7190 Rental Expenses

7110 Advertising—Advertising costs directly related to the renting of individual rental units

7130 Credit reports—Charges from credit bureaus for reports about prospective tenants

7190 Other rental expenses—Rental expenses not otherwise classified, such as concessions to tenants

7200–7290 Administrative Expense, Rental Operations

7220 Management and service fees—Fees paid to outside firms for the management and operation of a company-owned property management activity

7230 Office expenses—Costs of maintaining an office for a property management activity, including rent, supplies, and postage

7240 Telephone—Standard monthly charges and long distance costs directly related to a property management activity

7250 Tenant bad debts—Write-off of past-due rents receivable from tenants

7260 Collection costs—Costs incurred in pursuing collection of past-due rents receivable, including collection agency fees

7290 Other administrative expenses—Administrative expenses of a property management activity not otherwise classified

7300–7390 Professional Services, Rental Operations

7310 Legal services—Charges for legal counsel for all services relating to a property management activity

7320 Accounting services—Charges for preparation of financial statements, tax advice, and other services rendered by an outside accounting firm relating to a property management activity

7330 Market research—Charges from consulting firms or individuals for market research relating to a property management activity

7390 Other professional services, rental operations—Professional service costs for a property management activity not otherwise classified

7400–7490 Operating Expense, Rental Operations

7410 Utilities—Gas, electricity, water and sewer service, and other utilities for rental buildings

7420 Engineering—Payroll and other costs associated with engineering activities related to property management

7430 Janitorial—Costs for janitorial services for property management activity

7440 Trash removal service—Costs of contracted services for the removal of trash and other waste from related buildings

7450 Exterminating—Supplies and other costs associated with extermination services supplied by company personnel or an independent contractor

7460 Snow removal—Supplies and other costs associated with snow removal services supplied by company personnel or an independent contractor

7470 Other contractual services—Costs of services such as sign painting and design provided under contract for a property management activity and not otherwise classified

7480 Vehicles and equipment, rental operations—Cost of leasing and operating equipment for use at the rental property

7490 Other rental operations expenses—Operating costs of a rental property not otherwise classified

7500–7590 Taxes and Insurance, Rental Operations

7510 Real estate property taxes—Local taxes on rental property, land, improve-

ments, and buildings

7520 Personal property taxes—Local taxes assessed on business-owned personal property at a rental property

7530 Franchise taxes—State tax on rental property for privilege of doing business

7540 License fees—Local fees for licenses, registrations, and permits

7560 Workers' compensation insurance—Costs for Workers' compensation insurance

7570 Insurance, rental operations—Costs for general liability, property damage, and extended fire insurance

7590 Other taxes and insurance, rental operations—Tax and insurance costs not otherwise classified

7600–7690 Maintenance and Repair Expense, Rental Operations

7610 Tenant redecorating, rental operations—Payroll, supplies, and all other costs associated with redecorating rental units; including services supplied by company personnel or independent contractors

7630 Maintenance contracts and services, rental operations—Charges from independent contractors for maintenance and repair services

7640 Ground maintenance and repairs, rental operations—Costs of maintaining rental property grounds, including landscaping provided by company personnel or independent contractors

7650 Vehicle maintenance and repairs, rental operations—Labor and material costs associated with the general maintenance and repair of company-owned vehicles used at a rental property

7660 Equipment maintenance and repairs, rental operations—Labor and materials costs incurred by company personnel or outside contractors for the maintenance and repair of equipment used at a rental property

7670 Amenities maintenance and repairs, rental operations—Labor and material costs incurred by company personnel or outside contractors for the maintenance and repair of recreational facilities at a rental property

7700–7790 Financing Expenses, Rental Operations

7710 Interest on mortgage payable—Interest charges associated with a permanent mortgage loan on rental buildings

7720 Interest on long-term notes payable—Interest charges from notes payable associated with rental operations

7800–7890 Depreciation Expense, Rental Operations

7810 Depreciation, building—Depreciation for buildings such as rental properties

7820 Depreciation, maintenance equipment—Depreciation for company-owned equipment used for maintaining rental premises

7830 Depreciation, vehicles—Depreciation for company-owned vehicles and maintenance equipment used at rental properties

7840 Depreciation, furniture and fixtures—Depreciation for company-owned

furniture, fixtures, office machines, and office equipment used for rental operations

7850 Depreciation, amenities—Depreciation for rental property recreational facilities

7890 Other depreciation—Depreciation for assets used in rental operations not otherwise classified

7900–7990 Other Management and Operating Expenses

Management and operating expenses not otherwise classified

8000–8990 General and Administrative Expenses

8000–8090 Salaries and Wages

8010 Salaries, owners—Total compensation paid to owners, including salaries and bonuses

8020 Salaries, officers—Total compensation paid to non-owner company officers, including salaries and bonuses

8030 Salaries, management—Total compensation paid to upper- and middle-management personnel, other than owners or officers, including salaries and bonuses

8050 Salaries and wages, office and clerical—Total compensation paid to clerical and other personnel below the managerial level, including salaries, wages, and bonuses

8090 Other general and administrative salaries and wages—Total compensation paid to general and administrative personnel, and those not otherwise classified, including salaries, wages, and bonuses

8100–8190 Payroll Taxes and Benefits

8110 Payroll taxes—Cost of the company's FICA, Medicare, federal and state unemployment insurance, and other local taxes that relate to administrative salaries and wages

8120 Workers' compensation insurance—Insurance premiums for Workers' compensation, paid by the employer, for administrative and hourly employees

8130 Health and accident insurance—Health and accident insurance premiums, paid by the employer for administrative personnel

8140 Retirement, pension, profit-sharing plans—Employee contributions to retirement, pension, and profit-sharing plans for administrative personnel

8190 Other employee benefits—Benefits relating to salaries and wages of administrative personnel

8200–8290 Office Expenses

8210 Rent—Rental payments for administrative office space

8220 Office equipment rental—Rental payments on office equipment, cellular phones, and pagers for office personnel

8230 Repairs and maintenance, administrative office space—Costs of all interior and exterior administrative office building repairs and maintenance, including interior remodeling not capitalized, landscaping, janitorial service,

and window washing

8240 Repairs and maintenance, administrative office equipment—All contracts and other charges for maintenance of office equipment

8250 Utilities, administrative office—Costs of utilities for the administrative offices

8260 Telephone, administrative office—Standard monthly fees and long-distance charges, including cell phones, not applied to other functions or departments

8270 Office supplies, administrative office—Printing, stationery, and other office supplies

8280 Postage and deliveries—Postage, express mail, couriers, FedEx, UPS, and other delivery services

8290 Miscellaneous expenses, administrative office—Office expenses not otherwise classified, including monthly answering service fees and paging services

8300–8390 Technology and Computer Expenses

8310 Computer supplies—Paper and all supplies necessary for the operation of the computer system

8320 Leases, computer hardware—Payments on leased hardware

8330 Leases, computer software—Payments on leased software

8335 Software licensing and subscription fees—Expenses associated with software licensing and subscription fees

8340 Network and web development expenses—Costs related to intranet and extranet

8350 Repairs and maintenance, computer equipment—Service contract or other payments for the maintenance of computer hardware

8360 Maintenance, computer software—Contract or other payments for the maintenance agreement of the systems software

8400–8490 Vehicle, Travel, and Entertainment

8410 Lease, administrative vehicles—Payments on leased or rental vehicles used by administrative personnel

8420 Mileage reimbursement—Payments to administrative personnel for use of their private vehicles

8430 Repairs and maintenance, administrative vehicles—Repair and maintenance costs of automobiles used by administrative personnel, including both minor and major work

8440 Operating expense, administrative vehicles—Vehicle fuel, oil, and lubrication costs

8450 Taxes, licenses, insurance, administrative vehicles—Taxes, licenses, fees, and property damage and liability insurance on vehicles used by administrative personnel

8460 Travel—Travel expenses incurred by administrative personnel

8470 Customer business expense—Entertainment expenses incurred by administrative personnel

8480 Meeting expenses—Expenses incurred by officers and employees representing the company at various groups, industry meetings, and other external events

8490 In-House meeting expenses—Expenses incurred in holding in-house meetings

8500–8590 Taxes

8510 Sales and use taxes—Taxes imposed by the state, county, and city on non-direct construction cost materials used within the city limits but purchased outside those borders

8520 Real estate taxes—Tax on property used for the company's offices and realty taxes not charged elsewhere

8530 Personal property taxes—Assessment of personal property owned by the company

8540 License fees—License, registration, municipal fees, and operating permits

8590 Other taxes—Taxes not otherwise classified, such as state tax on capitalization and franchise tax

8600–8690 Insurance

8610 Hazard insurance, property insurance—Fire insurance and extended coverage on buildings and contents

8630 General liability insurance—Costs of liability insurance, including general and product liability insurance excluding vehicles

8690 Other insurance—Insurance premiums not otherwise classified

8700–8790 Professional Services

8710 Accounting services—Audit charges and charges for assistance in the preparation of financial statements, tax advice, and other services rendered by an outside accounting firm

8720 Legal services—Charges submitted by legal counsel for services rendered

8730 Consulting services—Service bureau, time-sharing, or professional fees for services rendered

8770 Recruiting and hiring—Expenses associated with hiring administrative personnel

8790 Other professional expenses—Professional fees not otherwise classified

8800–8890 Depreciation Expenses

8810 Depreciation, buildings—Depreciation on company buildings such as administrative offices

8830 Depreciation, vehicles—Depreciation on company-owned vehicles used by administrative personnel

8840 Depreciation, furniture, and equipment—Depreciation on furniture, fixtures, office machines, and other equipment

8860 Amortization of leasehold improvements—Amortization of improvements to office buildings leased from another entity

8870 Depreciation, computer equipment and software—Deprecation for com-

puter hardware and software programs (These items may be segregated for easier tracking and control.)

8880 Amortization of organization cost—Write-off of organization cost, including legal fees and corporate charter fees

8890 Depreciation, other—Depreciation and amortization charges not otherwise classified

8900–8990 General and Administrative Expense, Other

8900 Bad debts—Charges for uncollectible receivables (Credit 1280, allowance for doubtful accounts.)

8905 Legal settlement expenses—Expenses dictated by the court as a result of legal action

8910 Contributions—All charitable donations

8911 Contributions, political—All contributions made to political organizations and candidates (These contributions are generally not deductible.)

8920 Dues and subscriptions—Trade association dues and subscriptions for magazines, newspapers, trade journals, business publications, reports, and manuals

8950 Bank charges—Bank fees for miscellaneous charges. (Check printing should be charged to 8270, office supplies, administrative office.)

8960 Penalties and other non-deductible expenses—Tax penalties, fines, parking tickets

8990 Training and education expenses—Cost of travel and registration fees for seminars and conventions, meals and lodging expenses, in-house programs, literature, and materials (Also includes expenses incurred for conventions and trade shows, as well as national, state, and local association meetings.)

9000–9990 Other Income and Expenses

9100–9190 Other Income

Income derived from sources other than the primary activity of the business

9100 Income from partnerships, joint ventures, S corporations (S corps), and limited liability corporations (LLCs)—Income (loss) from participation in partnerships, joint ventures, S corps, and LLCs

9120 Loss from impairment write-downs of developed lots—Unrealized loss, created by the write-down of developed lots to reflect the lower of cost or market

9150 Gain or loss on sale of assets—Gain or loss (debit) on the sale of assets that had been used in the operation of the business, such as vehicles, computers, and office equipment

9190 Other—Income derived from sources other than the main activity of the business, including speaking and consulting fees, expert witness fees, home inspections, real estate commissions, and budgeting fees

9200–9290 Other Expenses

Extraordinary expenses or expenses attributable to activities not related to the main activity of the business

9200 Extraordinary expenses—Expenses attributable to activities not related to the main activity of the business (Separate account numbers within this series can be set up to track different categories of other expenses.)

9300–9390 Provision for Income Taxes

Provision for federal and state taxes on current income

9300 Provision for federal income taxes

9320 Provision for state income taxes

9330 Provision for local income taxes