

EXPENSES -- CHART OF ACCOUNTS

(Revised 7/1/22)

No.	Account Name	Definitions	Notes or Examples
601	Donations	Payment of funds raised by your org for the benefit of others, charity or philanthropic cause	Payment to Red Cross for monies raised for their benefit
602	Dues	Payment by your organization for membership	National Organization or refunding a member
603	Gifts	Payment to purchase something for a member where the member was not charged and there was no winner	Flowers, gift card, apparel or graduation stoles
604	Photocopying	Payment for photocopying only of original material provided by the organization, not printing (see below)	Copies of a flyer your member made at Staples or Document Production
605	Postage/Shipping	Payment for outgoing postage or shipping, shipping from the organization to others	Stamps, UPS, FedEx, DHL for shipping from your organization to others
606	Printing	Payment for production of original printed material, not photocopying (see above)	Professional brochures, magazines, posters, business cards or letterhead
607	Promotional Items	Payment for general public giveaways of branded materials that are not for advertising or resale and includes tax and shipping to the organization	Branded t-shirts, water bottles, lanyards or stickers to give away to people outside the org
608	REFRESHMENTS		
608.1	Organization	Payment for refreshments restricted to members of an org for a regular org meeting or workshop	Food, beverages, candy, meals, ice cream, soda, water, pizza, catering for an org meeting
608.2	Events/Programs	Payment for refreshments specifically for an org event or program often including people outside of the org	Food, beverages, candy, meals, ice cream, soda, water, pizza, catering for an event
609	Subscriptions	Payment for material received, or access to material for a specific amount of time	Magazines, periodicals, newspapers, online accounts which includes access to software for a specific term
610	SUPPLIES & MATERIALS		
610.1	Organization	Payment for supplies/materials, including tax/shipping for general use; anticipated to be used up within a year, not appropriate for inventory	Paper, pens, folders, cleaning supplies, custodial items, paper goods, plastic cutlery
610.2	Events/Programs	Payment for supplies/materials, including tax/shipping for a specific event or program; anticipated to be used up within a year, not appropriate for inventory	Decorations, paper plates and cups, plastic cutlery for a special event or program
611	Telephone	Payment for any kind of telecommunications	Telephone, cell phone, long distance and fax charges
612	Advertising	Payment for an advertising or marketing services	Newspaper, magazine, radio, bus, yearbook, table tents or program advertising
613	Awards and Prizes	Payment for an award or prize where a winner results from a drawing or selection process	Scholarships, door prizes, gift cards, trophies
615	CONTRACTUAL SERVICES		
615.1	Organization	Payment for a service provided to the organization in general, by a person or vendor by agreement	Custodial services, web hosting, equipment maintenance for the organization in general
615.2	Events	Payment for a service provided to the organization for an event/program, by a person or vendor by agreement	DJ, band, referees, police, security, honorariums, speaker, service contracts for an event or program
616	Co-Sponsorships	Payment to another org for an event or program you do together	Your org and another org agree to split the cost of an event and your org pays your share to the other org

617	SALES EXPENSE			
	617.1	Cost of Food Sold	Payment for refreshments sold including tax and shipping to the org	Bottled water, candy, donuts, cookies, brownies, cupcakes
	617.2	Cost of Merchandise Sold	Payment for items or merchandise sold including tax and shipping to the org	Clothes, t-shirts, buttons, stickers, flowers, CDs, jewelry, posters
	617.3	Cost of Participation	Payment for participation for which the group is charging	Non-contractual program expenses: bowling, movie tickets
	617.4	Cost of Services Sold	Payment for services rendered for which the group is charging	Car wash, dog wash, service auction, henna, clean-up and set-up
622	REGISTRATION/ENTRY FEES			
	622.1	Registration Fees	Payment to register the group or individual members	Conference, sporting event, convention, competition, clinic, leadership training & development
	622.2	Entry Fees	Payment for group or individual entry fee where no payment was collected from org member	Admission to a museum, movie theater, bowling alley
623	Rental		Payment for rental for org	Equipment, facilities, halls
624	Travel		Payment for travel of group or members	Airfare, taxi, parking, gas, tolls, mileage, hotels, trip meal reimbursements, bus rentals, internet expense while travelling
625	Equipment/Durable Goods		Payment for items each <i>under</i> \$1,000 whose life expectancy exceeds a year, must include in <i>controllable</i> inventory	Physical software CD, electronics, banners
626	Equipment -- Capital		Payment for items each <i>over</i> \$1,000 whose life expectancy exceeds a year, must include in <i>reportable</i> inventory	Physical software CD, electronics, furniture
627	Insurance		Payment for insurance coverage	Coverage for building, tower, vehicle, events liability
628	Repairs and Maintenance		Payment for repairs and maintenance <i>only</i> for fixed assets	Building roof, plumbing, electrical
629	Utilities		Payment for standard building utilities	Natural gas, electricity, cable, satellite
630	Penalties and Fines		Payment for a penalty or fine	Late charge, penalty, fine, interest
631	Miscellaneous		Payment made in the rare occasion that it can't be categorized elsewhere	
632	Prior Year Expenses		Payment paid for a different fiscal year (not for Tier III)	Your group pays in advance for a conference early in the next year or pays an invoice from a previous year's event
633	Change Funds		Payment to your account in order to have start-up funds in an event cash box	Cash for change for any kind of sales
634	Debit Card Advances		Payment to your account in order to have a Debit Card	Travel advance, online merchandise purchases, online National dues payment
<i>Tier III / University Only</i>				
640	Business Taxes (Tier III/Univ.)		Payment made by the University or Tier III Org <i>only</i> for business tax	Performance tax, sales tax, unrelated business income tax
641	Credit Card/Bank Fees (Tier III/Univ.)		Payment for fees charged	University charges
642	Wages -- Student (Tier III)		Student wages paid by Tier III Org <i>only</i>	Hourly wage paid to your student employees
643	Wages -- Non-Student (Tier III)		Non-student wages paid by Tier III Org <i>only</i>	Hourly wage or salary paid to your non-student employees
644	Wage Taxes -- Student (Tier III)		Student wage taxes paid by Tier III Org <i>only</i> (KFS Obj. Codes 5640 & 5675)	Fringe Benefits: Wage taxes and Workers Comp paid for your student employees
645	Wage Taxes -- Non-Student (Tier III)		Non-student wage taxes paid by Tier III Org <i>only</i> (KFS Obj. Codes 5612, 5631 & 5725)	Fringe Benefits: Wage Taxes, Workers Comp and Benefits paid for your non-student employees