

CHART OF ACCOUNTS

This is important link for Unified Chart of Accounts that is opensource for Nonprofit organizations and coincides with changes in the 990's.

UNIFIED CHART OF ACCOUNTS (UCOA)

The National Center for Charitable Statistics (NCCS) in conjunction with the Support Center of Washington, the California Association of Nonprofits (CAN), CompassPoint Nonprofit Services and the California Society of CPAs have developed a Unified Chart of Accounts (UCOA) for nonprofits. The UCOA is designed so that nonprofits can easily translate their financial reports into the categories required on IRS Form 990. The following link allows you to view the accounts and keywords, as well as freely download the UCOA in either a MS Excel spreadsheet or MS Access database.

http://www.mncn.org/info/template_fin.htm

Each accounting system has both a numbered and a label for each account that you establish. It is important to set up your accounts so that they match your budget in order to compare your budget projections with actual expenses.

In QuickBooks for Non-Profits – there are **accounts and classes**. Think of the difference between rows and columns in a spreadsheet. Rows are your accounts and classes are your columns. A program based budget will use columns for each program and it is useful to use classes within your accounting system so your financial system can provide you management information.

Accounts are the line items for your revenue and expenses. Subaccounts can be set up to track smaller expenses such as plane fare, food, and parking within an account called Travel. Another example would be an account for Insurance with subaccounts for Directors and Officers, General Liability and Auto Insurance.

Classes and subclasses are for your programs. All nonprofits must track Administration and Fundraising so these would each be a class. Other programs and not projects would be your major services organized or clustered into two to five categories. Subclasses are projects or funded activities that you want to account for separately. So a program might be Family Services and a subclass might be the Fathering project.

The following page contains a sample list for a chart of accounts. If you are using an accounting software this should be easy to set up.

*Sample Chart of Accounts
for Nonprofit*

*Statement of Financial
Position*

Assets

Financial Statement Titles	Account Titles	Account Numbers
<i>Cash and Cash Equivalents</i>	Operating checking	1000
	Savings/Money Market	1010
	Savings: Restricted grants	1020
<i>Receivables</i>	Program svc fees receivable: clients/tenants/etc	1100
	Program svc fees receivable: government contracts	1110
	Payroll advances	1120
	Grants receivable	1130
	Allowance for uncollectible receivables	1190
	<i>Prepaid Expenses</i>	Prepaid insurance
<i>Investments</i>	Mutual fund #1	1300
	Common stock	1310
<i>Property, Furniture & Equipment</i>	Land	1300
	Buildings	1310
	Building improvements	1320
	Furniture	1330
	Equipment	1340
	Software	1350
	Accumulated depreciation	1390
	<i>Notes Receivable</i>	Note receivable #1
	Note receivable #2	1420
	Note receivable #3	1430
<i>Other Assets</i>	Rent deposit	1900
<i>Liabilities</i>		
<i>Accounts Payable</i>	Accounts payable	2000
<i>Payroll, Payroll Taxes</i>		

	Payroll payable	2100
<i>& Withholding</i>		
	FICA & Hosp. payable	2110
	Fed. W/H payable	2120
	State W/H payable	2130
<i>Accrued Expenses</i>	Accrued fees	2200
	Accrued interest	2210
<i>Other Current Liabilities</i>		
	Accrued vacation	2300
	Deferred revenue	2310
	Current portion of long-term debt	2320
	Refundable advances	2330
<i>Long-Term Liabilities</i>		
	Notes payable	2400
	Capital lease	2410
	Mortgage payable	2420
<i>Net Assets</i>		
	Unrestricted net assets	3000
	Temporarily restricted net assets	3100
	Permanently restricted net assets	3200
 <i>Statement of Unrestricted Activities</i>		
 <i>Revenue & Support</i>		
<i>Contributions</i>		
	Contributions – individuals	4000
	Contributions – foundations	4100
	Contributions – corporations	4200
	Grants – government	4300
	Transfers to/from temp. restricted fund	4400
<i>In-kind contributions</i>		
	In-kind contributions – goods	4500
	In-kind contributions – services	4600
<i>Program service fees</i>		
	Program service fees	4700
<i>Special events</i>		
	Special event #1 – net	5400
	Special event #2 – net	5410
<i>Investment income</i>		
	Dividends and interest	5600

	Realized gain/loss on sale	5610
	<i>Other revenue & support</i>	
	Miscellaneous revenue	5900
	Miscellaneous support	5910
<i>Expenses</i>		
<i>Salaries & wages</i>		
	Salaries & wages	6000
<i>Payroll taxes</i>		
	FICA & Medicare	6100
	State unemployment	6110
<i>Benefits</i>		
	Health insurance	6120
	Dental insurance	6130
	Workers compensation insurance	6140
	Retirement contribution	6150
<i>Accounting/bookkeeping</i>	Accounting/bookkeeping	7000
<i>Auditing</i>	Auditing	7010
<i>Miscellaneous</i>	Bank fees	7020
<i>Books & publications</i>	Books & publications	7030
<i>Depreciation</i>	Depreciation	7040
<i>Dues & subscriptions</i>	Dues & subscriptions	7050
<i>Equipment lease</i>	Equipment lease	7060
<i>Donated goods</i>	In-kind expense – goods	7070
<i>Donated services</i>	In-kind expense – services	7080
<i>Insurance</i>	Insurance	7090
<i>Interest</i>	Interest	7100
<i>IT support</i>	IT support	7110
<i>Legal fees</i>	Legal fees	7120
<i>Licenses and fees</i>	Licenses and fees	7130
<i>Miscellaneous</i>	Miscellaneous	7140
<i>Office supplies</i>	Office supplies	7150
<i>Postage</i>	Postage	7160
<i>Printing</i>	Printing	7170
<i>Rent</i>	Rent	7180
<i>Repair & maintenance</i>	Repair & maintenance	7190
<i>Staff training</i>	Staff training	7200
<i>Telephone</i>	Telephone	7210
<i>Travel & mileage</i>	Travel & mileage	7220
<i>Utilities</i>	Utilities	7230

Model Accounting and Financial Policies and Procedures Handbook

For Not-for-Profit Organizations by Edward Mc Millan ASAE Financial Management Series