



Chart of Accounts (as of 3/17/2020)

Category/Account #	Account Name	Criteria
INCOME Accounts		
40000	Revenue - Allocation	Selected for the revenue percentage that CultureTrust takes from all contributed and earned revenues
40001	Revenue Processing Fees	Selected when paying bank & merchant fees (PayPal/Stripe/Square fees, etc); this is an "income" account even though it is technically an expense.
Contributed Revenue		
40005	Foundation	General operating or project-specific support from foundations
40010	Federal	Federal government grants/donations
40015	State	State level grants/donations
40020	Local	Local level (city/municipal) grants/donations
40025	Individual	Donations from individual donors and crowdfunding campaigns
40030	Corporate	Donations from companies (e.g. PECO, Google, Target, etc.)
Earned Revenue		
40035	Admissions	Paid to the project for admission to project performance, workshops, tours, benefit dinners, galas, etc. (project has set a fixed fee for admission to event).
40040	Merchandise	Paid to the project for merchandise (tshirts, books, etc.), materials, or artwork sales purchased from project
40045	Professional Fees	Paid to the project for workshop facilitation, performance, etc.
40050	Licensing/Royalty/Fees	Paid to the project for licensing fees to use project original content, stipends etc.
40055	Space/Equipment Rental	Paid to the project for use of project space or equipment.
40060	Investments	Paid to the project for investments made by outside parties
40065	Interest	Paid to the project for interest earned.
40070	Advertising	Paid to the project for advertising on project website, performance programs, etc.
40075	Sponsorship	Paid to the project for sponsorship of event, performance, etc.
40080	Subscriptions	Paid to the project for vending fees, memberships to project programs (monthly, annual, etc.), to submit art work, literary pieces, etc.
In-Kind & Special Events (Revenue)		
40090	Donated Services	Services (facilitation, performance, etc.) donated to project
40095	Donated Materials & Goods	Project materials (art supplies,craft supplies, supplies for set design, supplies for costume design, etc.) donated to project.
40100	Donated Space	Space donated to project.
40105	Volunteer Time	Unpaid labor for project activities
40115	Special Events Revenue	Revenue from fundraiser sales, auction items, etc.
EXPENSE Accounts		
Salaries		
50000	Salary (w2 Employee)	Monthly compensation for W2 employees ONLY (employees on payroll, not 1099)
Professional Fees - Services performed by an individual or organization for your project		

60025	Artistic & Curatorial Fees	Select when paying musicians, actors, dancers, artists, writers, DJs, (performers - not behind the scenes), etc.
60027	Honoraria	Select when paying honoraria to students, performers, speakers, etc.
60030	Design Fees	Select when paying a graphic designer, website designer, set designer, costume designer, etc.
60035	Fundraising	Select when paying grant writers, fundraising staff, or for development.
60040	Marketing & PR	Select when paying a person/entity performing marketing and PR services. There is a separate expense account for expenses related to advertising or marketing, 60185 - Advertising.
60045	Legal	Select when paying lawyer fees, or for any legal services an individual or organization performs for your project, etc.
60050	Documentation	Select when paying a Videographer, Photographer, Audio Recorder, Transcriber
60055	Production	(Behind the scenes) Select when paying a stage manager, lighting, sound engineer, creative/artistic direction, stage hands, etc. DO NOT select this for funds spent on production expenses, that goes in 60125 - Materials & Supplies.
60060	Research/Evaluation	Select when paying surveyers, researchers, etc
60065	Accounting Finance	Select when paying for additional, special project accounting (ex. Old BCO filings)
60070	General Consulting	Select when paying CultureWorks consulting fees, external consultant fees
60072	IT & Technology Services	Select when paying for IT work or other types of information technology-related professional fees
60075	Teaching	Select when paying teaching artists, teachers (of classes, workshops, etc.)
60080	Administration	Selecting when paying administrative support and clerical staff, etc.

Program/General Admin - Expenses related to the ongoing functioning of your project

60090	Insurance Expense	Select when paying any expenses related to insurance, etc.
60110	Online Subscriptions	Select when paying for subscription-based software services such as Gmail Suite, Adobe, Go Daddy, Squarespace, Dropbox, iCloud Storage, Shopify, etc., or other online subscriptions to programs, services, etc.
60111	Membership Dues	Select when paying membership dues for organizations, etc.
60115	Permits & Visas	Select when paying for special permits (ex. To Parks and Rec. for outdoor festival permit), travel visas, fingerprinting, food inspection fees, etc.
60120	Rights & Reproductions	Select when paying for the rights to plays/musicals/films/ books/writings, etc.
60125	Materials & Supplies	Select when paying for office supplies (pens, paper, envelopes, anything related to administrative work) and project materials (art supplies, costume design supplies, set creation materials, event supplies).
60130	Merchandise	Select when paying for screen printing, reselling, artistic print production/reordering, book production/reordering, etc.
60135	Postage & Shipping	Select when paying for stamps, costs of shipping (e.g priority mail), shipping supplies (e.g. envelopes, tubes, boxes, etc.)
60140	Printing & Publication	Select when paying actual printing costs for any item printed (brochures, flyers, programs, postcards, business cards, etc.)
60145	Professional Development	Select when paying for conference registrations, workshop attendance, retreat fees, etc.
60150	Event Fees	Select when paying for event admissions, or when your project needs to pay for fees associated with tabling/booths at events (conferences, festivals, etc.)

60153	Venue Fees	Select when paying temporary space rental for events, programs, etc.
60155	Bank & Payroll Fees	Select when your project incurs fees related to banking or payroll, etc.
60157	Fines, Penalties, & Judgements	Select when your project incurs fines, penalties, or judgements, etc.
60160	Equipment Purchase	Select when purchasing equipment (Ex: speakers for your rehearsals, a camera, musical instruments, etc).
60165	Equipment Rentals	Select when paying for Items to rent and give back. (Ex: lighting equipment, sound equipment, costumes, tables, chairs, tents, stages, musical instruments, etc).
60170	Internet & Telephone	Select when paying for cell phone payments, internet service payments, extra mobile data packages, etc.
60180	Software & Digital Licensing	Select when paying for one-time software purchases such as Microsoft Office, Adobe Photoshop, Pro Tools, or any sort of digital licensing, etc.
60185	Advertising	Select when paying for paid advertisements (print & digital), sponsored social media posts, facebook ads, etc.
60190	Sales Tax	select this account, you'll see it show up on your reports as sales tax gets paid quarterly)
60195	Charitable Compliance	Select when paying for BCO filings, etc.
60200	Contribution Expense	Select when your project is serving as a financial sponsor for an event or your project has made a financial contribution to an organization.
60205	Grant Expense	Select when your project is regranting to another project, organization, or person (Ex: your project provides micro-grants to members of your community).

Travel & Meeting

60220	Transportation	Select when paying for car rentals, plane tickets, train tickets, parking fees, etc.
60225	Accommodations	Select when paying for hotel stays, AirBnB, hostel stays, etc.
60230	Business Meals & Meetings	Select when paying for food for meetings, events, client/networking meals in your local municipality, etc.
60233	Travel Meals, Incidentals, & Per Diems	Select when paying for meals or incidentals while traveling, or for per diems, etc.

Owned/Leased Facility Costs

60240	Rent	Select when paying rent or ongoing lease payments to a landlord
60245	Mortgage	Select when paying an ongoing mortgage payment to a financial institution
60255	Property Taxes	Select when paying property taxes.
60260	Utilities	Select when paying utility bills such as electric, water, gas, etc.
60265	Maintenance	Select when paying for maintenance of space (ex: professional cleaning).

In-Kind & Special Events (Expenses)

60270	Donated Services	Select for services donated by your project to another organization
60275	Donated Materials & Goods	Select for materials donated by your project to another organization
60280	Donated Space	Select for space donated by your project to another organization.
60285	Volunteer Time	Select for unpaid labor performed by you or your project team for another organization.
60290	Special Events Expenses	Selected only to offset fundraising event expenses, such as deducting the fair-market-value from an auction item, etc.