

SAMPLE CHART OF ACCOUNTS

This sample chart of accounts was developed for local churches by Rev. Joan DeBoe, an accountant, pastor and formerly the Missouri Annual Conference Assistant Treasurer. She developed this chart based on her own experience in a local church, an experience dealing with a chart with no sense of logic and resulting struggles with financial and year end reporting. This particular chart isn't designed to be used with accounting software and might be thought of as the simplest approach to a chart. Various software packages will allow for more categorization and organization. Still, notice how the chart moves from general to specific categorizations. It begins with income and moves down to expense. Each level of the chart flows logically to the next. With this chart, a church may easily keep careful track of its income, its primary sources and its expenses, gaining an insight into what it's spending and when.

Illustration 7.1 Excerpt of Chart of Account

Revenue	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Giving/Contributions						
Pledge payments						
Contributions - Identified						
Loose Plate - Unidentified						
Sunday School offering	-	-	-	-	-	-
Subtotal Giving/Contributions	-	-	-	-	-	-
Operating						
Interest & dividends						
Building rental	-	-	-	-	-	-
Subtotal Operating Revenue	-	-	-	-	-	-
Fundraisers						
Event 1						
Event 2						
Event 3	-	-	-	-	-	-
Subtotal Fundraisers	-	-	-	-	-	-
Capital Campaign						
Memorial Funds/Bequests						
Name						
Name						
Name	-	-	-	-	-	-
Subtotal Memorial Funds/Bequests	-	-	-	-	-	-
Conference Support						
District Support						
General Church support						
Grants						
Grant 1						
Grant 2						
Grant 3	-	-	-	-	-	-
Sibttotal Grants	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-

Expenses

Payroll & Benefits - Sr Pastor

Salary

Furnishings

Housing Allowance

Utilities

Expense Reimb-Accountable Plan

Benefits - Non-health

Benefits - Health

-	-	-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Subtotal Payroll & Benefits - Sr. Pastor

Payroll & Benefits - Other Clergy

Salary

Furnishings

Housing Allowance

Utilities

Expense Reimb-Accountable Plan

Benefits - Non-health

Benefits - Health

-	-	-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Subtotal Payroll & Benefits - Other Clergy

Payroll & Benefits - Staff

Salary

Employer payroll taxes

Benefits

-	-	-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Subtotal Payroll & Benefits - Staff

Operating Expenses

Office Supplies

Bank Charges

Interest expense

Software and IT

Professional fees

Travel & professional

Equipment repairs & maintenance

Building repairs & maintenance

Utilities

-	-	-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>