

Account	Type	Notes & Explanations
1000 · Checking	Bank	For each separate bank account in real life, there should be a separate QB account. Add new accounts as needed
1010 · Savings	Bank	
1020 · Petty Cash	Bank	Actual cash on hand for small expenditures
1100 · Accounts Receivable	Accounts Receivable	
1499 · Undeposited Funds	Other Current Asset	This is a special QB account used to group multiple payments into a total deposit
1500 · Prepaid Expenses	Other Current Asset	Expenses paid for future periods to be expensed later. For example, an expense paid for a seminar occurring at a future date
1510 · Prepaid Insurance	Other Current Asset	Example - the payment of an annual insurance premium that is to be expensed in each month of the policy period
1515 · Prepaid Taxes	Other Current Asset	Estimated tax payments
1520 · Prepaid Rent	Other Current Asset	
1525 · Employee Loans	Other Current Asset	
1550 · Security Deposits	Other Current Asset	
1560 · Deferred tax asset	Other Current Asset	
1570 · Employee Stock Loan	Other Current Asset	
1610 · Vehicles	Fixed Asset	
1615 · Office Furniture and Equipment	Fixed Asset	General threshold for capitalizing fixed assets over expensing, is \$500
1620 · Computer Equipment & Software	Fixed Asset	
1625 · Building	Fixed Asset	
1630 · Leasehold Improvements	Fixed Asset	
1650 · Land	Fixed Asset	
1710 · A/D Vehicles	Fixed Asset	A/D = Accumulated depreciation
1715 · A/D Office Furn & Equipment	Fixed Asset	
1720 · A/D Computer Equip & Software	Fixed Asset	
1725 · A/D Building	Fixed Asset	
1730 · A/A Leasehold Improvements	Fixed Asset	
1820 · Start Up Costs	Other Asset	

1830 · Goodwill	Other Asset	
2010 · Accounts Payable	Accounts Payable	
2100 · Credit Card	Credit Card	Create separate Credit Card accounts in Chart of accounts to match actual credit card accounts used by the organization for expenses (NOT debit cards)
2245 · Accrued Payroll	Other Current Liability	
2250 · Accrued Payroll Taxes	Other Current Liability	Accrued Payroll and Payroll taxes usually only used for year end calculations. Actual taxes due would be booked to Payroll Liability accounts below
2255 · Accrued Vacation	Other Current Liability	
2260 · Accrued Corp Taxes	Other Current Liability	
2269 · Accrued Interest	Other Current Liability	
2300 · Payroll Liabilities	Other Current Liability	
2300 · Payroll Liabilities:2310 · 941 Taxes Payable	Other Current Liability	
2300 · Payroll Liabilities:2315 · State Unemployment Payable	Other Current Liability	
2300 · Payroll Liabilities:2320 · FUTA Payable	Other Current Liability	
2300 · Payroll Liabilities:2325 · Local PR Taxes Payable	Other Current Liability	
2300 · Payroll Liabilities:2330 · Garnishments Payable	Other Current Liability	
2300 · Payroll Liabilities:2335 · Retirement Plan Payable	Other Current Liability	
2300 · Payroll Liabilities:2340 · HSA/FSA Payable	Other Current Liability	
2510 · Credit Line	Other Current Liability	Create current and long term liabilities to match actual loan accounts owed. Every account for which there is a statement should have a corresponding account in the chart of accounts
2600 · Long term notes	Long Term Liability	
3000 · Opening Balance Equity	Equity	This is a special QB account typically used only when setting up a new company. Balance should be \$0
3009 · Common Stock - Employees	Equity	Total minimum common stock required to be purchased by each member of the cooperative in order to join; refer to co-op articles of incorporation for the required amount of common stock. Total should be required common stock times the number of co-op members

3010 · Addt'l Paid In Cap - Employees	Equity	In some situations co-op members may be required to pay in additional capital, either directly or through payroll deduction. Some states make a distinction between initial stock purchases and such subsequent Paid In Capital. This account should also be used for patronage dividends that have been declared by the Board and issued in the form of shares rather than cash. This account may be further broken down into qualified and non-qualified member patronage as needed. Consult with an attorney for further information.
3020 · Preferred Shares	Equity	If permitted by the Articles of Incorporation, some cooperatives may be permitted to issue additional stock in the form of preferred shares to members or non-members. Consult with an attorney for further information.
3900 · Retained Earnings	Equity	Net earnings of the company which the Board of Directors has not opted to allocate to member patronage and have instead retained as Unallocated Equity. Consult with a cooperative accountant for further information.
4100 · Private Pay/Other	Income	Revenue earned from all services provided to patients that pay directly to the provider. This account may also include revenue from private insurance payments, revenue from institutions such as hospitals, and revenue from other government sources such as the Veterans Administration. If there is commonly a variety of such payments it may be desirable to create sub-accounts.
4200 · Medicare	Income	Revenue from all Medicare services provided
4300 · Medicaid	Income	Revenue from all Medicaid services provided
4400 · Government Grants	Income	Grant revenue from all federal, state, and local sources.

4500 · Private Grants	Income	This includes grants from private foundations or enterprises as well as any contributions by individuals. If such fundraising is a common occurrence this account may be further broken down into sub-accounts
5000 · Caregiver Salaries	Cost of Goods Sold	Salaries and wages earned by personnel providing direct care and services, including both PCAs and HHAs. This account also includes travel hours and training hours for such personnel. If tracking by PCA vs HHA is relevant this account may be further broken down into sub-accounts
5100 · Caregiver Payroll Taxes	Cost of Goods Sold	
5100 · Caregiver Payroll Taxes:5110 · FICA	Cost of Goods Sold	Employer portion of FICA taxes paid on behalf of employees
5100 · Caregiver Payroll Taxes:5120 · State Unemployment	Cost of Goods Sold	State unemployment tax paid on behalf of employees
5100 · Caregiver Payroll Taxes:5130 · FUTA	Cost of Goods Sold	Federal unemployment tax paid on behalf of employees
5300 · Caregiver Benefits	Cost of Goods Sold	
5300 · Caregiver Benefits:5310 · Health	Cost of Goods Sold	Health insurance premiums paid by employer - do not include amounts deducted from paychecks
5300 · Caregiver Benefits:5315 · Dental	Cost of Goods Sold	Dental insurance premiums paid by employer - do not include amounts deducted from paychecks
5300 · Caregiver Benefits:5320 · Life Insurance	Cost of Goods Sold	Life insurance premiums paid by employer - do not include amounts deducted from paychecks
5300 · Caregiver Benefits:5325 · Disability	Cost of Goods Sold	Disability insurance premiums paid by employer - do not include amounts deducted from paychecks
5300 · Caregiver Benefits:5330 · Workers Compensation	Cost of Goods Sold	Workers' Comp premiums paid on behalf of employees
5300 · Caregiver Benefits:5335 · Retirement Plans	Cost of Goods Sold	Employer match or contribution to pension/profit sharing plans; do not include patronage dividends which are entered separately
5300 · Caregiver Benefits:5340 · Mileage	Cost of Goods Sold	Amounts paid to employees in reimbursement for mileage driven in personal vehicles

5300 · Caregiver Benefits:5350 · Other	Cost of Goods Sold	Other fringe benefits paid on behalf of employees
5660 · Caregiver Bonding	Cost of Goods Sold	Expenses incurred in bonding employees
6000 · Administrative Salaries	Expense	Salaries and wages earned by all personnel who do not provide direct care, including managers and supervisors as well as administrative staff providing such functions as billing, coding, accounting and intake.
6100 · Administrative Payroll Taxes	Expense	
6100 · Administrative Payroll Taxes:6110 · FICA	Expense	Employer portion of FICA taxes paid on behalf of employees
6100 · Administrative Payroll Taxes:6120 · State Unempl	Expense	State unemployment tax paid on behalf of employees
6100 · Administrative Payroll Taxes:6130 · FUTA	Expense	Federal unemployment tax paid on behalf of employees
6300 · Administrative Benefits	Expense	
6300 · Administrative Benefits:6310 · Health	Expense	Health insurance premiums paid by employer - do not include amounts deducted from paychecks
6300 · Administrative Benefits:6315 · Dental	Expense	Dental insurance premiums paid by employer - do not include amounts deducted from paychecks
6300 · Administrative Benefits:6320 · Life Insurance	Expense	Life insurance premiums paid by employer - do not include amounts deducted from paychecks
6300 · Administrative Benefits:6325 · Disability	Expense	Disability insurance premiums paid by employer - do not include amounts deducted from paychecks
6300 · Administrative Benefits:6330 · Workers Compensa	Expense	Workers' Comp premiums paid on behalf of employees
6300 · Administrative Benefits:6335 · Retirement Plans	Expense	Employer match or contribution to pension/profit sharing plans; do not include patronage dividends which are entered separately
6300 · Administrative Benefits:6340 · Mileage	Expense	Amounts paid to employees in reimbursement for mileage driven in personal vehicles
6300 · Administrative Benefits:6350 · Other	Expense	Other fringe benefits paid on behalf of employees
7210 · Rent	Expense	Rental expense for facilities and buildings under lease arrangements

7220 · Amortiz-Leasehold Improvements	Expense	Amortization expense from leasehold improvements to buildings and facilities either owned or leased.
7230 · Depreciation-Building	Expense	Depreciation expense on capitalized buildings and facilities.
7240 · Mortgage Interest	Expense	Interest expense from mortgages and equity loans utilized to support buildings and facilities
7250 · Repairs & Maint.	Expense	Non-capital costs associated with repairs and maintenance of buildings and facilities including landscaping, snow removal, HVAC related, alarm systems, pest control, etc. including allocated costs through leased facilities
7260 · Utilities	Expense	Expenses for utilities including electric, gas, oil, water, sewer and solar including the allocated costs through leased facilities
7270 · Real Estate Taxes	Expense	Taxes associated with all real estate including the allocated portion of taxes through leased facilities
7280 · Insurance-Building	Expense	Insurance premiums for building and grounds including general liability coverage
7310 · Telecom, Answering Service, Etc	Expense	Expenses associated with telephones, cell phones, pagers, data connections, satellite connections, answering services. Do not include telephony expenses which are included in IT below
7320 · Depreciation -Equipment	Expense	Depreciation related to capital equipment and software
7330 · Interest-Equipment	Expense	Interest expense from capital leases and loans utilized to purchase equipment and software that has been capitalized
7340 · Repairs & Maintenance	Expense	Non-capital costs associated with repairing and maintaining equipment including service calls, repairs, calibration and maintenance agreements on all office and clinical equipment, information technology and software

7345 · Personal Property Taxes - Equip	Expense	Property taxes associated with equipment and software per local assessments including the taxes allocated through leases and equipment loans.
7350 · Equipment Rental	Expense	Rental costs associated with equipment and software under an operating lease
7360 · Insurance-Equipment	Expense	Insurance costs associated with insuring all office and clinical equipment and software (policy may include these costs in overall building insurance in which case include above in building insurance)
7370 · Office Supplies & Expense	Expense	Non-clinical supplies and non-capital equipment expenses including minor equipment, software, etc.
7380 · Stationary & Printing	Expense	Expenses associated with printing for forms, brochures, reports and marketing materials. Also costs associated with letterhead, envelopes note pads.
7390 · Postage	Expense	Expenses associated with postage expense including metered mail, stamps, mail houses, express delivery etc. This should not include the costs associated with the mail machine as this belongs in equipment
7405 · IT Services & Maintenance	Expense	Expenses associated with data processing including payroll services, network hosting services, data centers, etc. Include the cost of any service used for scheduling, reporting or data management including telephony service
7410 · Recruitment	Expense	Expenses associated with recruiting staff including advertising, recruiting fees, internet services, direct mail services
7415 · Employment Expense	Expense	Expenses associated with employing staff including background and education checks, physicals, drug screenings, orientation expenses, etc.

7420 · Inservice & Staff Education	Expense	Expenses associated with staff education including meeting supplies, costs associated with educators, obtaining credentialing credit, etc.
7425 · Travel & Conference	Expense	Expenses associated with corporate meetings not associated with inservice and staff education, outside conferences including registration fees, lodging and travel expenses. Meals incurred should be allocated to meals and entertainment.
7427 · Meals & Entertainment	Expense	Expenses associated with meals including meetings and conferences as well as any entertainment such as sports, shows, etc.
7430 · Dues	Expense	Expenses associated with national, state and local trade, business and clinical associations and memberships. Depending on policy, this may be recorded as a prepaid expense and allocated to expense on a monthly basis.
7435 · Subscriptions	Expense	Expenses associated with subscriptions for journals, newspapers, online access, etc. Depending on policy, this may be recorded as a prepaid expense and allocated to expense on a monthly basis.
7440 · Mktg & Promo - Serv & Supplies	Expense	Expenses associated with all marketing and promotion including printed materials, promotional items, internet, radio, television, newspaper and journal advertising. Costs relating to direct marketing efforts to referrals sources, physicians, third party payors, etc.
7445 · Board Expense	Expense	Expenses associated with Board and Committee activities including meetings, retreats, board development and education.
7450 · Legal & Accounting	Expense	Expenses associated with legal, accounting, auditing, retirement plan accounting and cost report preparation/review services.

7455 · Other Professional Fees	Expense	Expenses associated with other professional services such as business consulting services, contingent fees for consulting services (revenue maximization), etc.
7460 · Insurance - General	Expense	Expenses associated with general insurance not specifically assigned to professional or building insurance including umbrella, D&O, etc. coverage
7463 · Insurance - Prof Liability	Expense	Expenses associated with professional liability insurance coverage
7470 · Licenses & Fees	Expense	Expenses associated with licenses (business, clinical and operating), fees and other taxes not specifically assigned elsewhere.
7475 · Sales & Use Tax Paid	Expense	Sales and Use tax collected and paid as required by state law
7480 · Contributions	Expense	Expenses associated with contributions provided to charitable and community organizations
7485 · Miscellaneous	Expense	Expenses not assigned elsewhere typically one time non-recurring items. This should not be a dumping ground for expenses -- effort should be made to categorize expenses in the most logical place possible. This account should also not be used for petty cash reimbursement which should be allocated to the appropriate expense item.
7490 · Bad Debts	Expense	Accounts that are determined to be uncollectible should be written off to bad debt. This should include the portion of an account handled by a collection agency that has been deducted as the collection fee.
7492 · Tax Penalties	Expense	Expenses associated with late payment penalties including vendor payments and tax payment (in this case not the tax only the penalty portion)
7495 · Late Payment Interest	Expense	Expenses associated with interest charged for late payments

8540 · Interest Income	Other Income	Revenue from interest bearing accounts and instruments
8550 · Investment Income	Other Income	Earnings on investment accounts including dividends, gain and loss on sale of securities, interest from fixed income investments, etc.
8510 · Interest Expense	Other Expense	Expenses associated with interest on all debt including mortgages, lines of credit, term loans, capital leases, related party loans, etc.
8520 · Investment Expense	Other Expense	Expenses associated with investments including transaction fees, account management fees, etc.
8530 · Amortization	Other Expense	Amortization expense associated with capitalized business organization costs or capitalized intangible (goodwill) assets.
8900 · Patronage Dividend	Other Expense	The amount of net earnings after expenses that is allocated by the board to cooperative members based upon their patronage.
9610 · Fed. Inc. Tax-Current	Other Expense	Allocated expense for the current year federal income tax provision
9615 · Fed. Inc. Tax-Deferred	Other Expense	Allocated expense for the deferred portion of the federal income tax provision
9620 · State Inc. Tax-Current	Other Expense	Allocated expense for the current year State(s) income tax provision
9625 · State Inc. Tax-Deferred	Other Expense	Allocated expense for the deferred portion of the State(s) income tax provision
9630 · Local Inc. Tax-Current	Other Expense	Allocated expense for the current year local (city, county, etc.) income tax provision
9635 · Local Inc. Tax-Deferred	Other Expense	Allocated expense for the deferred portion of the (city, county, etc.) income tax provision
9999 · Ask My Accountant/Research	Other Expense	This is an account that may be used to book items temporarily until their appropriate accounts is determined

Note: this chart of accounts was constructed to match as close as feasible with the Uniform Chart of Accounts developed by the Home Health and Hospice Financial Managers Association (HHFMA).