

# CHART OF ACCOUNTS



*Print this list off as a handy reference for when you are coding your receipts. These are the identical categories as those included in our provided Budget Advisor software template (see page 4.)*

Board Dues & Fees  
Casual Labour  
Coaching  
Computer  
Courier  
Donation  
Education & Training  
Lead Generation  
Marketing  
Marketing: Internet  
Meals Personal  
Miscellaneous  
Office fees  
Office Supplies  
Photographer/Floor Plans / Virtual Tour  
Postage  
Promo Gifts  
Promo Meals  
Referral Fees/Commission Rebate  
Stationary, Printing & Signs  
Supplies  
Strata Docs  
Telephone/Data Plan/Fax  
Website

## **AUTO**

Lease/Payment  
Insurance  
Repairs & Maintenance  
Wash & Detail  
Parking/Toll  
Advertising  
Miscellaneous