

**DALLAS GENEALOGICAL SOCIETY CHART OF ACCOUNTS**

ACCT #	NAME	ACCOUNT TYPE	DESCRIPTION
1100	CASH IN BANKS	Bank	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
1120	Checking Acct - Chase	Bank	Checking account at Chase Bank
1130	Savings Acct - Chase Bank	Bank	Savings account at Chase Bank
1140	Brokerage cash account	Bank/Brokerage	Schwab (formerly TDA) cash account
1141	Brokerage investment account	Bank/Brokerage	Schwab (formerly TDA) investment account
1142	Brokerage (CDs)	Bank/Brokerage	JP Morgan/Chase
1150	PayPal	Bank	PayPal
1600	Equipment	Fixed Assets	Equipment with useful life exceeding one year
2100	CURRENT LIABILITIES	Current Liabilities	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
2200	Current Liabilities:Sales Taxes Payable	Current Liabilities	Sales taxes collected, included in gross sales
4100	CONTRIBUTIONS, GIFTS & GRANTS	Income	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
4110	Individuals	Income	Contributions from individuals
4115	Designated Use	Income	Contributions from individuals for a designated purpose
4130	Corporate Reward Card Programs	Income	Contributions from corporations, sponsorships
4140	Indirect Contributions	Income	Contributions received through fundraising - North Texas Giving Day, Benevity, etc.
4150	Gifts in Kind	Income	Donated goods and non-cash gifts
4160	Grant / matching donation	Income	Grant / matching donation
4200	PROGRAM SERVICE REVENUE	Income	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
4210	Registration Fees	Income	Event registration fees
4250	Hospitality Donations	Income	Donations for hospitality refreshments
4290	Subscriptions	Income	Subscriptions (or purchases) to DGS publications
4300	MEMBERSHIP DUES	Income	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT

4310	Individuals	Income	Membership dues for individuals
4320	Households	Income	Membership dues for households (in the process of being retired)
4330	Life	Income	Membership dues for life memberships
4400	INTEREST INCOME	Income	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
4401	Interest/Money Market Account	Income	Interest earned on money-market checking account
4411	Interest/Savings Account	Income	Interest earned on savings account
4412	Interest/Investment Account	Income	Interest on investment account
4421	Interest/Certificate of Deposit	Income	Interest earned on Certificate of Deposits
4600	SALES	Income	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
4610	Sales Income	Income	Gross sales includes sales taxes
4690	Sales Taxes	Income	(Sales Income X .0762125 = Sales tax rate 8.25% of Sales, before sales taxes)
5600	Cost of Goods Sold	Income	Costs related to sales of merchandise and program materials
6100	GENEALOGICAL EDUCATION	Expense	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
6110	Speaker Fees	Expense	Speaker fees for a specific event
6120	Reimbursed Travel & Meals	Expense	Reimbursed speaker travel and meals for a specific event
6130	Catering	Expense	Catering and delivery tips for a specific event
6140	Printing	Expense	Printing for publicity brochures, handout materials, etc. for a specific event
6160	Online Advertising & Promotions	Expense	Facebook and other online advertising
6180	Supplies and Other	Expense	Supplies and other miscellaneous costs for a specific event
6190	Hospitality Expenses	Expense	Food and related supplies for hospitality services
6200	DALLAS PUBLIC LIBRARY SUPPORT	Expense	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
6210	DPL Donations	Expense	Cash donations to Dallas Public Library
6220	DPL Gifts in Kind	Expense	Gifts of books, equipment, genealogical supplies to DPL
6300	RECORD INDEXING & PRESERVATION	Expense	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT

6310	Digitization Projects	Expense	Digitization of records
6320	Grant/Portal to N.Texas History	Expense	Grant to UNT-Portal to Texas History
6330	Grant/Texas General Land Office	Expense	Grant to Texas General Land Office for preservation of records
7000	MANAGEMENT & GENERAL EXPENSES	Expense	ACCOUNT GROUP HEADING - DO NOT POST TO THIS ACCOUNT
7050	Accounting Fees	Expense	Outside accounting, audit, bookkeeping, tax prep, related consulting
7051	Investment Expense	Expense	Fees on investments, loss on investments
7100	Credit Card Processing Fees	Expense	Costs for handling online credit card receipts
7200	Direct Mailing	Expense	Mailing lists for general use, non-event specific
7300	Information Technology	Expense	All costs related to online and website services and software
7400	Liability Insurance, D & O	Expense	Non-employee or property insurance - liability, malpractice, directors
7450	Legal Fees	Expense	Outside legal services
7500	Memberships and Dues	Expense	Dues and memberships for civic, service, professional, or other organizations
7600	Postage, Box Rental, Permits	Expense	Postage, box rental, permits
7650	Printing and Copying	Expense	Non-event printing, copying, duplicating, recording
7700	Supplies and Other	Expense	Supplies, materials, fees, and misc expenses
7800	Telephone & Communications	Expense	Telephone equipment and service, internet access, fax, conference calls
7898	Advertising & Publicity	Expense	Excludes printing costs and seminars
7900	Travel and Meetings	Expense	Expenses related to travel, meetings, conferences