

PUSD Foundation  
Suggested Chart of Accounts

**PUSDF - Chart of Accounts**

Account structure

Suggest using a common 3 digit account number and then assign a 2 digit number to each foundation that can be used as the last 2 digits of the account number when preparing combined statements. (Please see attachment A.) The total length of the account number will be 5 digits as currently shown.

Consider adding descriptions for fundraising income to ensure individual foundations are consistent with how you code foundation income for your various activities.

The first three digits should follow this basic structure:

- 100 Assets
- 200 Liabilities
- 300 Net assets (equity)
- 400 Revenue
- 500 Direct expenses (i.e. special events)
- 600 Operating expenses
- 700 Investment income
- 800 Investment expenses
- 900 Tax expense

See Suggested Chart of Accounts (below) for full list of accounts

See highlighted items for categories that should be customized for consistency among major fundraising events or programs

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Suggested					
Account #	Suggested Description	Category	Subcategory		Comment
100	Checking (name of bank)	Asset	Cash		
105	Savings (name of bank)	Asset	Cash		
110	Accounts Receivable	Asset	Current		
120	Undeposited Funds	Asset	Current		
130	Prepaid Expenses	Asset	Current		
150	Furniture and Equipment	Asset	Fixed assets		
160	Accumulated Depreciation	Asset	Fixed assets		
170	Marketable Securities	Asset	Investments		
180	Deposits (asset)	Asset	Long-term		
190	Other Assets	Asset	Long-term		
210	Accounts Payable	Liability	Current		
230	Accrued Expenses	Liability	Current		
280	Deposits (liability)	Liability	Long-term		
290	Other Liabilities	Liability	Long-term		
300	Opening Balance Equity	Equity	Unrestricted		
310	Unrestricted Net Assets	Equity	Unrestricted		
320	Temp. Restricted Net Assets	Equity	Temp		
330	Perm. Restricted Net Assets	Equity	Perm		
400	Unrestricted Income	Income	Program		
405	Membership dues	Income	Program		
410	Fundraisers (Gross receipts)	Income	Fundraisers		All Fundraising events should be gross income See 500 #accounts for event expenses
412	Annual Sponsorship	Income	Fundraisers		Account 411-428 should be for various fundraising events
413	United Way	Income	Fundraisers		Fundraising accounts should be designed to track key fundraising activities to allow for tracking
415	Golf Classic	Income	Fundraisers		
429	Misc. Fundraisers	Income	Fundraisers		
430	Contributions - Unrestricted	Income	Contributions		

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435	Contributions - Gifts in Kind	Income	Contributions	
440	Misc. Unrestricted Income	Income	Contributions	
450	Temporarily Restricted Contributions	Income	Temporarily Rest.	
451	Career & College Readiness	Income	Temporarily Rest.	
452	Classroom Supplies	Income	Temporarily Rest.	
453	STEAM Skills	Income	Temporarily Rest.	
454	Scholarships	Income	Temporarily Rest.	
479	Misc. Restricted Income	Income	Temporarily Rest.	
480	Permanently Restricted Contributions	Income	Perm Rest.	
700	Investments	Income	Investment	
710	Interest Income	Income	Investment	
715	Dividend Income	Income	Investment	
720	Realized Gains / Losses on Investments	Income	Investment	
730	Unrealized Gains / Losses on investments	Income	Investment	
510	Fundraisers (Expenses)	Expense	Fundraisers	All Fundraising expenses should relate to income in Acct # 411-428
512	Annual Sponsorship	Expense	Fundraisers	(last two digits should correlate to the same event)
513	United Way	Expense	Fundraisers	
515	Golf Classic	Expense	Fundraisers	
529	Misc. Fundraisers	Expense	Fundraisers	
550	Restricted Expenses	Expense	Temporarily Rest.	All Restricted expenses should relate to income in Acct # 451-479
551	Career & College Readiness	Expense	Temporarily Rest.	(last two digits should correlate to the same restriction)
552	Classroom Supplies	Expense	Temporarily Rest.	
553	STEAM Skills	Expense	Temporarily Rest.	
554	Scholarships	Expense	Temporarily Rest.	
579	Misc. Restricted Expenses	Expense	Temporarily Rest.	
610	Business Expenses	Expense	General	
611	Business Registration Fee	Expense	General	Permits, registrations, licenses, moving, royalties, bank charges, credit card fees
620	Contract Services	Expense	General	Fees for outside services
621	Accounting Fees	Expense	General	Outside (non-employee) accounting, audit, bookkeeping, tax prep, payroll service, and related consulting
624	Administrative Services	Expense	General	Foundation Administrative Services
625	Outside Contract Service	Expense	General	Outside contractors (non-employee) for projects, consulting, short-term assignments for internal organization activities

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650	Operating Expenses	Expense	General	Expenses related to providing program services and maintaining operations
651	Books, Subscriptions, Reference	Expense	General	Books, subscriptions, reference materials, periodicals for use
652	Postage, Mailing Service	Expense	General	Postage, parcel delivery, local courier, trucking, freight, outside mailing services
653	Printing and Copying	Expense	General	Printing, copying, duplicating, recording
654	Supplies	Expense	General	Supplies, materials, food and beverages, plaques, medicines
655	Online Payment Systems Fees	Expense	General	ACH Direct, NPC Merch Payment Processing Company, PayPal
670	Other Expenses	Expense	General	Expenses listed on line 43 of Form 990
671	Insurance - Liability	Expense	General	Non-employee or property insurance - liability, malpractice, directors
672	Memberships and Dues	Expense	General	Dues and memberships for civic, service, professional, or other organizations
673	Other Costs	Expense	General	Miscellaneous, small, or non-recurring expenses
674	Staff Development	Expense	General	Staff continuing education, training, development
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