

Chart of Accounts

Statement Category	Account #s	Account Name	Notes	
Cash	100	Citizens Bank - 211070175 : Toastmasters International Dis	For main district bank account.	
	105	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	110	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	115	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	120	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	125	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	130	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	135	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	140	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	145	- :	For Division Accounts, Area Accounts, saving accounts and all other account used for District funds	
	200	District Reserve Receivable	Use this account number for all funds requests. (See instructions tab on monthly reports for more information.)	
	305	Accrued Liabilities	Use of this account is to account for unpaid bills in the months of December and June only. (See instructions tab on monthly reports for more information.)	
	Non-Cash Assets	500	Member Revenue	Use this account to track membership income earned per the monthly district statement received from WHO.
		505	Conference-Member registrations	Use this account to track revenue received from this function.
510		Conference-Spouse / guest registrations	Use this account to track revenue received from this function.	
515		Conference-Late registrations	Use this account to track revenue received from this function.	
520		Conference-Luncheon tickets	Use this account to track revenue received from this function.	
525		Conference-Banquet tickets	Use this account to track revenue received from this function.	
530		Conference-Speech contest	Use this account to track revenue received from this function.	
535		Conference-Raffle	Use this account to track revenue received from this function.	
540		Conference-Other Revenue	Use this account to track revenue received from this function.	
545		Fundraising Revenue-Event 1	Use this account to track revenue received from this function.	
550		Fundraising Revenue-Event 2	Use this account to track revenue received from this function.	
555		Fundraising Revenue-Event 3	Use this account to track revenue received from this function.	
560		Fundraising Revenue-Additional Events	Use this account to track revenue received from this function, not accounted for in account 545, 550, and 555.	
565		TLI Revenue	Use this account to track revenue received from this function.	
Liabilities	570	District Store Revenue	Use this account to track revenue received from this function.	
	575	Donations	Use this account to track revenue received from this function.	
	580	Interest	Use this account to track revenue received from this function.	
	585	Miscellaneous-Revenue	Use this account to track revenue received from this function.	
	Revenue	610	Conference-supplies (not from TI)	Use this account to track expenses from this function.
		615	Conference-Programs and printing	Use this account to track expenses from this function.
		620	Conference-Audiovisual equipment	Use this account to track expenses from this function.
		625	Conference-Hotel / meeting room expenses	Use this account to track expenses from this function.
		630	Conference-Awards, certificates, etc.	Use this account to track expenses from this function.
		635	Conference-Postage	Use this account to track expenses from this function.
		640	Conference-Mail expense	Use this account to track expenses from this function.
		645	Conference-Other Expenses	Use this account to track expenses from this function.
		650	Fundraising Expense	Use this account to track expenses from this function.
		660	TLI-Supplies (not from TI)	Use this account to track expenses from this function.
665		TLI-Program and printing	Use this account to track expenses from this function.	
670		TLI-Audiovisual equipment	Use this account to track expenses from this function.	
675		TLI-Meeting room	Use this account to track expenses from this function.	
680		TLI-Awards, certificates	Use this account to track expenses from this function.	
685	TLI-Postage	Use this account to track expenses from this function.		
690	TLI-Other Expense	Use this account to track expenses from this function.		
695	District Store expenses (District Orders only)	Use this account to track all orders listed on the monthly district statement from WHO		
700	District Store expenses (not from TI)	Use this account to track expenses from the district store other than district orders.		
705	Marketing-Building new clubs	Use this account to track expenses from this function.		
710	Marketing-Membership growth	Use this account to track expenses from this function.		
715	Marketing-Club coaches	Use this account to track expenses from this function.		
720	Marketing-Rebuilding	Use this account to track expenses from this function.		
725	Marketing-Recognition	Use this account to track expenses from this function.		
730	Marketing-Other Expense	Use this account to track expenses from this function.		
735	CPR-District newsletter	Use this account to track expenses from this function.		
740	CPR-Web page	Use this account to track expenses from this function.		
745	CPR-Directory	Use this account to track expenses from this function.		
750	CPR-Postage	Use this account to track expenses from this function.		
755	CPR-Other-Expense	Use this account to track expenses from this function.		
760	ET-Mid Year Training Registration Fees (Top 3)	Use this account to track expenses from this function.		
765	ET-Distinguished clubs	Use this account to track expenses from this function.		
770	ET-Training club officers	Use this account to track expenses from this function.		
775	ET-Training division and area governors	Use this account to track expenses from this function.		
780	ET-Distinguished areas and divisions	Use this account to track expenses from this function.		
785	ET-Other Expense	Use this account to track expenses from this function.		
800	SC-Awards and certificates	Use this account to track expenses from this function.		
805	SC-Other Expense	Use this account to track expenses from this function.		
810	Admin-Stationery	Use this account to track expenses from this function.		
815	Admin-Phone	Use this account to track expenses from this function.		
820	Admin-Postage	Use this account to track expenses from this function.		
825	Admin-Website	Use this account to track expenses from this function.		
830	Admin-Other Expense	Use this account to track expenses from this function.		
835	Travel-District-District governor/lt. governors	Use this account to track expenses from this function.		
840	Travel-District-Division governors	Use this account to track expenses from this function.		
845	Travel-District-Area governors	Use this account to track expenses from this function.		
850	Travel-District-Other district officers	Use this account to track expenses from this function.		
855	Travel-Intrnl Convtm-District governor	Use this account to track expenses from this function.		
860	Travel-Intrnl Convtm-Lt. governor education & training	Use this account to track expenses from this function.		
865	Travel-Intrnl Convtm-Lt. governor marketing	Use this account to track expenses from this function.		
870	Travel-Intrnl Convtm-Immediate past district governor	Use this account to track expenses from this function.		
880	Equipment purchase	Use this account to track expenses from this function.		
890	Miscellaneous Expenses	Use this account to track expenses from this function.		