

CHART OF ACCOUNTS FOR SOLE TRADERS

ASSETS

Current Assets

Bank Accounts

Accounts Receivable

Inventory/Stock

Deposits Paid

Non-Current Assets

Computer Equipment

Motor Vehicles

Furniture & Fixtures

Plant & Equipment

Website

Formation Costs

LIABILITIES

Current Liabilities

Accounts Payable

Credit Cards

Deposits Received

GST Paid

GST Collected

PAYG Withholding (if employing staff)

Superannuation Payable (if employing staff)

Non-Current Liabilities

Loans

EQUITY

Owners Capital/Contributions

Owners Drawings

Owners Drawings for Tax

Retained Earnings

Current Year Earnings

Historical Balancing

INCOME

Income Accounts as required

COST OF SALES

Cost of Sales Accounts as required
Discounts Given
Freight (Direct Sales-related)
Merchant Bank Fees
Contractors (if any)

EXPENSES

Administrative

Accounting Fees
Asset < \$1000
Bad Debts
Bank Charges
BAS Rounding
Bookkeeping Charges
Conferences & Seminars
Consultant Fees
Depreciation
Donations
Legal Fees

Computer Expense

Hardware
Software
Consumables
Hire

Employment (if employing staff)

Wages & Salaries
Superannuation
Staff Amenities
Worksafe Insurance

Entertainment

Client Gifts
Employee Gifts
Meals (non-travel related)
Recreation

Interest Expense

Loans
Bank
ATO ICA

Insurance

Business
Professional Indemnity
Public Liability

Memberships

Professional Memberships

Marketing

Advertising
Marketing Expenses
Branded Stationery
Branded Uniforms
Signage

Motor Vehicle

Fuel
Maintenance & Repairs
Registration
Insurance
Roadside Assistance
Road Tolls

Office Expense

Cleaning
Stationery & Printing
Books & publications
Postage
Repairs & Maintenance

Rent

Rent Charges

Subscriptions

Subscriptions as required

Training & Courses

Training Provided

Courses Attended
Webinars

Travel

Meals While Travelling (Domestic)
Domestic Accommodation
Domestic Flights
International Accommodation
International Flights
International Meals
Taxi Fares
Train Fares
Bus Fares
Parking Fees

Utilities

Telephone:
 Office
 Mobile
 Fax
 Internet
 Skype
Electricity
Gas
Waste Disposal

Website

Hosting
Domain Name
Maintenance

OTHER EXPENSES

Uncategorised Transactions

OTHER INCOME

Interest Income