

# **Springfield Historical Society Chart of Accounts as of 10/20/2008**

The accounts that are maintained in the financial software, Microsoft Money

## **Income and Expense Accounts**

### **Income Categories**

**Used to identify from WHAT the income came**

Book & Card Sales

Postage Received

sub-category

Contributions

Grants

Interest on Checking

Investment Income

Membership Dues:

Company

sub-category

Family Dues

sub-category

Individual Dues

sub-category

Lifetime Dues

sub-category

### **Expense Categories:**

**Used to identify to WHAT the expense went**

Advertisement

Charitable Donations

Fees

Food

Fund Raising Direct Expense

Investment

Memberships Dues

Miscellaneous

Postage

Printing

Scholarship Awards

Speaker

Supplies

Utilities

### **Classifications**

#### **Function (classification 1)**

**Classifies WHO is responsible for the income or expense. (General Fund Assumed)**

Administrative

President, secretary, treasurer

Meetings / Events

Vice-President

Museum

Curator

Newsletter

President

#### **Funds (classification 1)**

**Classifies WHERE the transaction occur**

General Fund	For functional, normal operations of the society. Sub-classifications: 03-04, 04-05, 05-06, 06-07, -07-08, 2008
Memorial Fund	For the preservation of the memory of individuals. Sub-Classifications: Betty Broadley, Carol Rollinson
Scholarship Fund	For scholarships only

## **Asset Accounts**

### **Bank and Cash Accounts:**

Cash

All receipts are recorded and classified here and the only outflow is a transfer to another account. (rare exception is a check endorsement)  
Inflows are transfers from cash with fund classification indicated.  
Outflows are categorized and classified.

Checking

### **Investment Accounts:**

Memorial Fund 7 mo CD 990  
Memorial Fund 7 mo CD 990 (Cash)  
Scholarship Fund 7mo CD 860  
Scholarship Fund 7mo CD 860 (Cash)

### **Use to segregate funds and earn income**

Investments and roll-overs  
Investments interest, deposits, withdrawals  
Investments and roll-overs  
Investments interest, deposits, withdrawals

