

QuickBooks Online Account Narratives for Chapters

	Account Number	Account Name	Purpose
Income	4000A	Special Event 1	Income from all sources for an event held by a chapter for the sole purpose of fundraising
	4000B	Special Event 2	Income from all sources for an event held by a chapter for the sole purpose of fundraising
	4000C	Special Event 3	Income from all sources for an event held by a chapter for the sole purpose of fundraising
	4020	Interest Income	Interest received on Checking, Saving, Money Market, CD and/or GIC
	4041	Membership Dues and Assessments	Chapter dues collected by IRWA HQ and forwarded to chapters (AKA, Chapter Rebates)
	4043	Contributions, Grants, etc.	Donations received from individuals or organizations
	4045	Newsletter Income	Newsletter subscription income, excluding advertising income
	4100 to 4902	Course Revenue	Income from classroom based courses, including payments received from IRWA HQ and/or attendees
	4985	SR/WA Revenue	Income for hosting an SR/WA study session
	4665	Incentives Received from IRWA	Online honorarium or any performance based payments received from IRWA HQ
	4667	Advertising Income	Income from sales of ads in chapter newsletter
	4670	Other Income	Income from any source not coded to any other account
	4075	Region Spring Forum Income	Region Spring Forum income hosted by the chapter, excluding occupancy expense
	4080	Region Fall Forum Income	Region Fall Forum income hosted by the chapter, excluding occupancy expense
	4085	Spring Seminar Income	Income from Spring seminar hosted by chapters, including sponsorship, registration, etc.
	4090	Fall Forum Income	Income from fall seminar hosted by chapters, including sponsorship, registration, etc.
	9750	Other Conventions and Meetings	Income from any other meeting hosted by chapters. For example, chapter luncheon, yearend get together, etc.
Expense	5000A	Special Events Expenses #1	Expenses of fund-raising events such as special chapter dinners
	5000B	Special Events Expenses #2	Expenses of fund-raising events such as sports events
	5000C	Special Events Expenses #3	Expenses of fund-raising events such as special events
	5100 - 5902	Course Expenses, Excluding Occupancy	Course expenses paid, including payments to the IRWA HQ, but excluding occupancy expense
	5075	Region Spring Forum Expense	Region Spring Forum expenses paid by the chapter, excluding occupancy expense
	5080	Region Fall Forum Expense	Region Fall Forum expenses paid by the chapter, excluding occupancy expense
	5085	Spring Seminar Expense	Spring seminar expenses paid by the chapter, excluding occupancy expense
	5090	Fall Forum Expense	Fall Forum expenses paid by the chapter, excluding occupancy expense
	6500	Other Conventions and Meetings Exp.	conventions and meetings expenses paid by the chapter, excluding occupancy, other than spring & fall forum stated above
	7000	Advertising Expenses	Expenses paid for advertising products and services
	7010	Occupancy Expenses	Expenses of renting space for program-related functions such as courses, conventions, and meetings
	7020	Officers' Compensation	Only to be used for actual compensation, not for reimbursement of expenses
	7100	Bank Charges	Expenses paid for maintaining banking relationship, such as monthly bank fee, check printing fee, etc.
	7200	Depreciation Expense	Depreciation is expensing of property and equipment over their expected useful life
	7300	Travel	Travel expenses of chapter leaders to attend regional meetings and IRWA conference, include transportation, meals, lodging etc.
	7440	Newsletter Printing & Publication Exp.	Expenses associated with printing and mailing of a newsletter
	7490	Equipment rental and maintenance Exp.	Expenses for rental and maintenance of equipment
	7600	Miscellaneous Expenses	Small expenses that may not be reasonably charged to any other account
	7670	Accounting Fees	Expenses paid for bookkeeping
	7700	Legal Fees	Expenses for legal fees incurred by the chapter
	7850	Supplies, Postage and Shipping	Expenses associated with general supplies, mailing and shipping costs
	7870	Taxes	Any local taxes/levies paid by the chapter
	7890	Telephone	Costs for telephone, teleconferencing, and fax charges incurred by the chapter
	7990	Web Site	Expenses associated with operating a chapter website
	8001	Contribution to RWIEF	Expenses for contributions to RWIEF
	8002	Contribution to CRWEF	Expenses for contributions to CRWEF
	8003D	Contribution to Region - Dues	Expenses for contributions to Region - Dues per Chapter Member
	8003T	Contribution to Region - Travel Fund	Expenses for contributions to Region - Travel Fund for Region Officers
	8003O	Contribution to Region - Other	Expenses for contributions to Region - Other than Election, Travel or Dues
	8003E	Contribution to Region - Election Fund	Expenses for contributions to Region - Fund for Region Officers' Election
8004	Contribution - Other	Expenses for scholarships, etc.	

Please Add Proper Description to your Entries