

 **Chart of Accounts**Please use the codes shown below when processing vendor invoices. Notably, those descriptions highlighted in gray are property specific.

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| --- | --- | --- |
| **Administrative** |   |   |
|  Security / Fire **Alarm** Monitoring |   | 5501 |
|  Office Supplies/Equipment |   | 5502 |
|   Telephone /Internet  |   | 5503 |
|  Answering Service / Pagers / Maint. Phone |   | 5504 |
|  Postage/Delivery |   | 5505 |
|  Permits / Memberships / Licenses |   | 5507 |
|  Computer Software (SAAHC Only) | 5508 |
|  Equipment Lease / Maintenance (Tuscany Only) | 5510 |
|  Other Office (Training, Travel) | 5520 |
|  Bank Charges |   | 5527 |
|  Legal/Professional |   | 5530 |
|  Accounting/Audit Expenses |   | 5535 |
|  Utility Billing Service (Arboretum Only) | 5594 |

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| **Promotion** |   |   |   |
|  Credit Reports/Forms |   | 5601 |
|  Advertising |   | 5602 |
|  Leasing Fees/Expenses |   | 5603 |
|  Transportation or Trans. Contract (Residents) |   | 5606 |
|  Supportive Services Contract / Crime Watch Conc. | 5607 |
|  Resident Relations |   | 5608 |
|  Learning Center (SAAHC Reimb) | 5610 |

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| **Utilities** |   |   |   |
|  Electricity |   |   | 5741 |
|  Natural Gas |   | 5742 |
|  Water and Sewer |   | 5743 |
|  Trash Disposal | 5762 |
|  Cable TV & Internet | 5780 |
| **Repairs and Maintenance** |   |   |
|  Landscape Contract  |   | 5690 |
|  Landscape Other |   | 5691 |
|  Pest Control  |   | 5700 |
|  Pool Expense |   | 5704 |
|  Maintenance / Janitorial Supplies / Window Blinds  **(See below)** | 5709 |
|  Cleaning Service |   | 5711 |
|  Elevator Maintenance / Contract | 5712 |
|  Fire Sprinkler Maintenance Monthly **Contract** (Not repairs) | 5714 |
|  Carpet Cleaning & Repairs |   | 5722 |
|  Other Repairs & Maintenance (Fire Sprinkler, Gate & Glass, Golf Cart Maintenance, Backflow Testing) | 5724 |
|  Electrical Supplies / Repairs / Outdoor Lights / Batteries / Replacement Ceiling Fans / Smoke Detectors | 5725 |
|  HVAC Supplies & Repairs  Air Duct Cleaning / Ozone | 5726 |
|  Plumbing Supplies & Repairs (Toilet / Toilet Seats) | 5727 |
|  Painting |  |   | 5728 |

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| **CAPITAL ITEMS** |   |
|  **Appliances** | 6310 |
|  **Building Improvements (Large siding, subfloor replacement, roof replacement, etc…)** | 6312 |
|  **Fences / Gates** | 6314 |
|  **Flooring** | 6316 |
|  **HVAC** |   | 6318 |
|  **Misc. Land Improvements** |  | 6320 |
| **Other Personal Property (New sewer machine, blowers, computers, copiers, furniture, pool furniture, playground replacement, etc…)** | 6326 |
|  **Parking Lot / Carport** | 6328 |
|  **Pool** | 6329  |
|  **Sprinklers (Large sprinkler repairs, time boxes, clocks, solenoid repl., building sprinklers).** |   | 6330 |

 **5709** also includes drip pans, burners, door stops, appliance repair parts, locks, keys, cleaning supplies, trash bags, door cabinet parts, shingles, concrete for repairs, maintenance shirts, garbage disposals, etc..