

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **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).** | |  | 6329 |

**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..