

Balance Sheet

<i>Assets</i>	Account Number
Current Assets	
<i>Cash on Hand</i>	
Petty Cash	1000
Cash in Bank— General Checking	1010
Cash in Bank— Payroll Account	1020
Cash in Bank— Other	1030
Cash Sales	1040
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<i>Accounts Receivable</i>	
Accounts Receivable (Trade)	1100
Less Reserve for Bad Debts	1105
Notes Receivable— From Owners/Officers	1110
Notes Receivable— From Employees	1111
Notes Receivable— From Subcontractors	1112
Other Receivables	1130
Retention on Contracts	1140
Deferred Profit	1150
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<i>Inventories</i>	
New Equipment Inventory	1300
Used Equipment Inventory	1310
Installation Material Inventory	1320
Service Material Inventory	1360
Other Inventories	1330
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<i>Work in Process</i>	
Costs in Excess of Billings	1400
Jobs in Process Inventory	1411
Subcontracts in Process	1451
Labor in Process, Contracting	1471
Labor in Process, Service	1481
Other in Process	1491
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<i>Prepaid Expenses</i>	
Prepaid Insurance	1700
Prepaid Advertising	1710
Prepaid Interest	1720
Prepaid Rent	1730
Prepaid Licenses and Taxes	1740
Other Prepaid Expenses	1750
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Fixed Assets	
Machinery and Equipment	1820
Depreciation on Mach. and Equipment	1821
Furniture and Office Fixtures	1830
Depreciation on Office Fixtures	1831
Automobiles and Trucks	1840
Depreciation on Autos and Trucks	1841
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Buildings	1810

Depreciation on Buildings	1811
Leaseholder Improvements	1850
<u>Amortization of Leasehold Improvements</u>	<u>1851</u>

Other Assets

Other Non-Current Assets	1940
Marketable Securities	1950
Cash Value of Life Insurance	1960
Officer and Employee Loans	1970
Contract Deposits	1980
<u>Miscellaneous Other Assets</u>	<u>1990</u>

Liabilities

Current Liabilities

Accounts and Notes Payable

Notes Payable— Bank	2000
Notes Payable— Bank	2001
Notes Payable— Bank	2002
Notes Payable— Bank	2003
Notes Payable— Bank	2004
Other Short Term Payables	2005
Accounts Payable, Trade	2010
<u>Accounts Payable, Floor Plan</u>	<u>2020</u>

Accrued Liabilities

Accrued Payroll and Commissions	2200
Accrued Interest	2210
Accrued Federal Unemployment Tax	2220
Accrued State Unemployment Tax	2224
Accrued F.I.C.A. Tax	2221
Accrued Federal Withholding Tax	2222
Accrued State Withholding Tax	2223
Accrued Employee Deductions	2225
Accrued Employee Deductions	2226
Accrued Corporate Income Tax (Estimated)	2240
Accrued Sales Tax	2250
<u>Accrued Other Taxes</u>	<u>2260</u>

Other Current Liabilities

Billings in Excess of Costs	2300
Mortgage Payable, Current	2290
Service Agreements	2301
<u>Installation Reserve</u>	<u>2310</u>

Long Term Liabilities

Mortgage Payable— Long Term	2500
Note Payable— Vehicle	2501
Note Payable— Vehicle	2502
Note Payable— Vehicle	2503
Note Payable— Vehicle	2504
Note Payable— Vehicle	2505
Note Payable— Vehicle	2506
Note Payable— Vehicle	2507

Other Long Term Liabilities 2510

<i>Net Worth / Equity</i>	
Common Stock	2800
Proprietor's or Partners' Investment	2810
Proprietor's or Partners' Drawing	2850
Treasury Stock	2890
Paid In Capital	2900
Retained Earnings	2910
Current Year's Earnings	2990
Dividends Current Year	2920
Other	2930

Statement of Income and Expenses

Sales		Account Number
Sales - New Construction (NC)		3100
Sales - Replacement (R)		3200
Sales - Service Parts (S)		3300
Sales - Service Labor (S)		3400
Cost of Goods Sold		
New Construction		
Cost of Equipment (NC)		4101
Cost of Material - Sheet Metal (NC)		4102
Cost of Material - Piping (NC)		4103
Cost of Material - Other Material (NC)		4104
Subcontracts (NC)		4105
Permits and fees (NC)		4106
Cost of Labor (NC)		4110
Cost of Labor Burden (NC)		4111
Warranty expense (NC)		4120
Sales commissions (NC)		4130
Freight (incoming) (NC)		4140
Replacement		
Cost of Equipment - (R)		4201
Cost of Material - Sheet Metal (R)		4202
Cost of Material - Piping (R)		4203
Cost of Material - Other Material (R)		4204
Subcontracts (R)		4205
Permits and fees (R)		4206
Cost of Labor (R)		4210
Cost of Labor Burden (R)		4211
Warranty expense (R)		4220
Sales commissions (R)		4230
Freight (incoming) (R)		4240
Service		
Cost of Parts (S)		4301
Cost of Labor (S)		4310
Cost of Labor Burden (S)		4311
Callbacks		4320
Sales commissions (R)		4330
Other Direct Cost		4001
Other Direct Cost		4002
Other Direct Cost		4003
Other Direct Cost		4004
Fixed Overhead Expenses		
Compensation		
Bookkeeper		5904
Warehouse		5903
Union Health and Well Fare		5908
Unapplied time		5103/5203/5303

Serv. mgr sal/bonus	5300
Sales salaries	5102/5202
Profit sharing plan	5910
Pension plans	5911
Payroll taxes/insurance	5909
Owner's salary	5900
Owner's bonus	5901
Other office help	5906
Other managers	5905
Insurance General/Group	5907
Instal. mgr sal/bonus	5101/5201
Dispatcher	5301

Operations

Office Expenses	5917
Training	5921
Dues & subscriptions	5924
Contributions	5925
Professional services	5926
Utilities	5928
Insurance, general	5929
Licenses/misc taxes	5930
Depreciation & amort	5941
Rent, equipment	5942
Rent, vehicles	5943
Rent, building	5944
Taxes, real estate	5947
Insurance, building	5948
Other fixed expenses	5949

Variable Overhead Expenses

Yellow Pages expense	5950
Radio advertising exp	5951
TV advertising expense	5952
Print advertising	5953
Miscellaneous advert	5954
Tools/misc supplies	5916
Auto/truck expense	5918
Travel/entertainment	5920
Freight (outgoing)	5923
Telephone	5927
Uniforms	5931
Sales promotions	5935
Shop Supplies	5936
Postage	5937

Variable Expenses

Total Overhead

Overhead that is Variable (%)

Net Profit (Loss)

Other Income

Gain on sale of asset	9010
Interest income	9020
Investment income	9030

Misc Income	9040
Other Expenses	
Bad debt writeoff	9510
Interest paid	9530
Cash discounts	9520
Net pre-tax profit (loss)	
Income Taxes	9980
Net profit (loss), after tax	