

CHART OF ACCOUNTS FOR APPAREL GRAPHICS COMPANIES

Source: Apparel Graphics Institute / © 2008 Mark L. Venit, MBA

A. REVENUE

Garments Screen Printed

Custom
Preprint
Athletic
Other
Discounts
Returns & Allowances
Total Revenue: Screen Printed Garments

Garments Embroidered

Custom
Preprint
Athletic
Other
Discounts
Returns & Allowances
Total Revenue: Embroidered Garments

Garments Undecorated

Custom
Preprint
Contract
Athletic
Other
Discounts
Returns & Allowances
Total Revenue: Decorated Garments

Promotional Products

Custom
Retail (Preprint)
Contract
Other
Discounts
Returns & Allowances
Total Revenue: Promotional Products

Contract Screen Printing Services (in-house)

Trade Accounts
Non-Trade Accounts
Contract Embroidery Services (in-house)
Trade Accounts
Non-Trade Accounts
Total Revenue: Contract Services

Preparation Charges (in-house)

Art Preparation Charges
Screen Preparation Charges
Digitizing Preparation Charges
Programming/Threading Charges
Garment Preparation Charges
Other Preparation Charges
Total Revenue: Preparation Charges

Other Revenues

Employee Contributions
Event Income (if not tracked elsewhere)
Finishing Charges
Fulfillment Charges
Freight Charges (Outbound)
Misc. Revenue
Rental Income
Retail Income
Royalty Income
Total: Other Revenue

Taxes

State/Provincial Sales Tax
Local Sales Tax
GST/VAT (Canada/Europe)
Total: All Taxes Collected

TOTAL ALL REVENUE

B. COST OF GOODS SOLD

Garments Screen Printed

Garments for Custom Screen Printing
Freight Inbound
Garments for Retail (Preprint) Lines
Freight Inbound
Garments for Athletic Printing
Freight Inbound
Total Garment Costs Screen Printing

Garments -Embroidered

Garments for Custom Embroidery
Freight Inbound
Garments for Retail (Preprint) Lines
Freight Inbound
Garments for Athletic Embroidery
Freight Inbound
Total Garment Costs Embroidered

SubTotal: All Garments

Promotional Products

Custom
Freight Inbound
Retail Lines
Freight Inbound
Other
Total Promotional Products Costs

Purchase Discounts / Rebates

Misc. Cost of Goods

TOTAL COST OF GOODS SOLD

C. Expenses *(alphabetized where possible)*

Advertising

Custom
Preprint
Contract
Other
Total Advertising

Bad Debt

Bank Charges

Cleaning

Commissions

Contract Services (outsourced)

Art
Digitizing
Embroidery
Finishing
Screen Printing
Other
Total Contract Services

Contributions

Credit Card Fees

Depreciation

Directors Fees

Dues & Subscriptions

EDI Service

Employee Benefits

Child Care
Dental/Optical
Disability Insurance
Life Insurance
Medical/Surgical/Maj.Med.
Pension/Profit Sharing/Etc.
Other
Total Employee Benefits

Employee Leasing

Entertainment

Freight Inbound (excluding garments)

Freight Outbound

Fulfillment Services

Insurance

Liability Coverage
Vehicles
Other
Total Insurance

Interest

Finance Charges
Loan Interest
Credit Card Purchases
Other
Total Interest

Internet Services

Leases

Equipment
Vehicles
Other

Licenses & Permits

Licensing Fees

Marketing/Sales Promotion

Merchant Discounts

Miscellaneous

Payroll (Salaries & Wages)

Officers Salaries
Administrative/Office
Art Department
Digitizing Department
Embroidery Production
Sales Department
Screen Printing Production
Shipping/Receiving
Casual Labor
Other
Total Salaries & Wages

Payroll Taxes

FICA (Social Security/RRSP)
FUTA (Unemployment)
Medicare
State Wage
Local Wage
Total Payroll Taxes

Payroll Service

Postage Administration

Postage Advertising/Marketing

Professional Development

General
Management
Employees
Total Professional Development
Consulting
Total Professional Fees

Professional Fees

Accounting
Legal

Reference Materials / Software

Rent/Mortgage

Repairs & Maintenance

Building/Property
Computers
Equipment
Other
Total Repairs & Maintenance

Retail Sales (by location/type)

Royalties

Sales Support

Travel
Other

Supplies Office

Supplies Art Department

Supplies Screen Printing

Art
Ink
Solvents
Other
Total Screen Printing Supplies

Supplies Embroidery

Thread
Backing
Misc.
Total Embroidery Supplies

Taxes

Corporate / Federal
Corporate / State
Corporate / Local
Mercantile
Property
State
Other
Total Taxes (paid)

Telephone

Trade Show Attend

Trade Show Exhibit

Travel

Utilities/Energy

Vehicles