



# Model Chart of Accounts

## Standard Chart of Accounts

All businesses, including charities, are being strongly encouraged to use Standard Business Reporting (including the National Standard Chart of Accounts (NSCOA)) for all interactions with government bodies (see [sbr.gov.au](http://sbr.gov.au)).

The ACNC encourages the use of NSCOA for charities as it facilitates cooperation across the sector and is an accepted form of grant acquittal reporting by all State and Territory Governments as well as Commonwealth agencies.

Add-Ministry Inc has prepared this template primarily for the use by Small & Medium churches but it could be adapted for other charities also.

We have modified the NSCOA by eliminating those headings deemed not appropriate for churches.

We have also provided appropriate account numbers for MYOB or Reckon (Quickbooks), but account numbers can be adapted to meet local needs provided the Header numbers are retained.

## Terminology

|                 |  |
|-----------------|--|
| Account Numbers | The account number is very important and a numbering system should be used regardless of the accounting package.                                     |
| Account #       | This is the suggested account number for use in MYOB   |
| Q B Acc #       | This is the suggested account number for use in Reckon (previously Quick Books)  |
| Header          | Accounts with this type are category headings or accumulation of accounts and cannot have transactions posted against them                           |
| Assets          | Balance Sheet category of those items owned and operated by the church   |
| Current         | Balance Sheet category of assets or liabilities that is between the present period and 12 months   |
| Detail          | Accounts with this type are accounts where transactions are posted   |
| Equity          | Balance Sheet category of the surplusses accumulated in a church ledger.   |
| Expenses        | Profit and Loss category of all monies paid out by the church for the church in a twelve month period (financial year)                               |
| Income          | Profit and Loss category of all monies received by the church for the church in a twelve month period (financial year)                               |
| Inventory       | Details of items held for sale is the inventory of the church at year end  |
| Liabilities     | Balance Sheet category of those items owed by the church   |
| Non-current     | Balance Sheet category of assets or liabilities that is longer than 12 months  |
| Valuations      | Insurance valuations of church buildings and equipment reviewed each year. The building values need to be written down to reflect their useful life. |
| NPSE            | Not for Profit Sub-Entity  |

## Acknowledgement

We acknowledge the basis of this chart of accounts was produced by research of The Australian Centre of Philanthropy and Nonprofit Studies, QUT and note that the NSCOA now resides with the ACNC:

(<http://www.acnc.gov.au/ACNC/Manage/Reporting/NSCOA/ACNC/Report/ChartofAccounts2.aspx> and inquiries to [reporting@acnc.gov.au](mailto:reporting@acnc.gov.au) )