

Implementation Manual

Victorian Standard Chart of Accounts for Not-for-Profit Community Organisations



Message from the Minister for Community Development



The Victorian Government is committed to continuing to reduce the administrative burden experienced by Not-for-Profit (NFP) community organisations and it is within this context that I am delighted to introduce you to the Victorian Standard Chart of Accounts (SCOA). I am proud to say this is another action the Victorian Government is taking as part of implementing our Action Plan, Strengthening Community Organisations. In the plan, we set out the Victorian Government's agenda for supporting the NFP community sector.

By clarifying and standardising the terms used in financial collection and reporting, this chart of accounts is a resource for all Victorian NFP community organisations. It is a resource of particular benefit for smaller or medium-sized organisations that may not have their own accounting department or access to a sophisticated accounting system.

The Victorian SCOA was shaped through extensive consultation with senior financial executives from government departments, the NFP community sector, and accountancy bodies including CPA Australia, the Institute of Chartered Accountants and the National Institute of Accountants. I would like to take this opportunity to thank all those organisations who gave considerable time to assist with its development.

The Victorian SCOA will be mandatory for government departments and agencies thereby standardising financial reporting processes across government. It will not be mandatory for Victorian NFP community organisations but I anticipate that many organisations will choose to use it as it will considerably simplify their financial reporting.

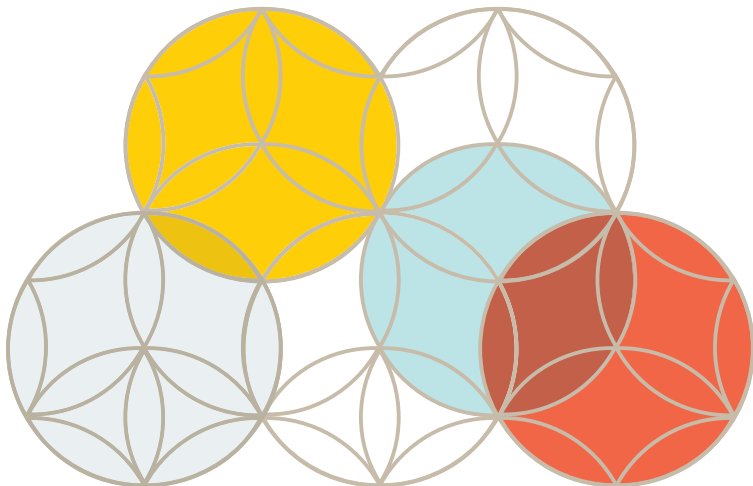
The Victorian SCOA is about making it easier to work with government and cutting the time and effort required for organisations to report back to different departments. In turn, I believe the reduced time spent reporting will mean organisations can put more of their time toward doing the work they set out to do in our community.

I trust this chart of accounts, as well as the supporting documentation and training offered by the Office for the Community Sector, will be of immense help to our vibrant NFP community sector.

A handwritten signature in black ink, appearing to read 'Lily D'Ambrosio'.

Lily D'Ambrosio

Minister for Community Development



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Introduction

Victorian Standard Chart of Accounts (SCOA)

The Victorian SCOA is a Victorian Government initiative which will reduce the administrative and compliance burden for Victorian NFP community organisations. It consists of a set of accounts and data dictionary and provides a standardised way in which NFP community organisations can collect and record financial information.

The Victorian SCOA was developed by the Australian Centre for Philanthropy and Nonprofit Studies (ACPNS), Queensland University of Technology (QUT) through extensive consultation with the Victorian NFP community sector, government and other interested parties.

The Victorian SCOA has been developed to meet the major legislative requirements of the sector such as taxation, Victoria's Associations Incorporation Act (1981) and Fundraising Act (1998), as well as Australian International Financial Reporting Standards (AIFRS).

- The Victorian SCOA **will be mandatory for Victorian State Government departments and agencies** for all new funding programs with NFP community organisations from 1 July 2010.
- Implementation of the Victorian SCOA **will not be mandatory for NFP community organisations.** Organisations can continue to use their existing chart of accounts. However, by aligning their existing charts organisations stand to benefit more fully from the reduction in administrative burden the Victorian SCOA offers.

National Standard Chart of Accounts

On 7 December 2009, the Council of Australian Governments (COAG) agreed to the development and implementation of a National SCOA for use by governments in their activities with NFP community organisations receiving government funds. The Victorian SCOA forms the basis of the National SCOA with the only differences related to state based legislation.

COAG has recommended that from 1 July 2010 each state and territory, where possible, implement a National (state based) SCOA. The year 2010-2011 will be used to harmonise the differences in state based legislation.

For Victorian NFP community organisations that implement the Victorian SCOA in 2010 only minimal realignment will be required to then align with the National SCOA in 2011. Support will be provided by the Office for the Community Sector in this process.

Victorian Standard Chart of Accounts Targeted Support Program

The Office for the Community Sector is providing a targeted support program for all Victorian NFP community organisations considering implementing the Victorian SCOA. The support program has been designed to assist with the technical side of implementation and to help answer any additional questions not covered in this manual. All elements of the program are available from 15 March 2010.

Free Training Sessions

20 free training sessions, open to all Victorian NFP community organisations, to explain the purpose, benefits and practical application of the Victorian SCOA.

Implementation Manual

The Victorian Standard Chart of Accounts Implementation Manual has been written specifically for treasurers and bookkeepers of Victorian NFP community organisations. It has been designed to assist with the implementation of the Victorian SCOA while maintaining internal management accounts.

Help Desk – 1800 628 749

A telephone help line will be open from 9am-5pm to answer any questions regarding the Victorian SCOA.

Email address – scoa-vic@mob.com.au

For organisations who would prefer to email enquiries, an email service is available.

Web support- www.mob.com.au/projects/scoa

For a copy of this manual and other Victorian SCOA resources the above website is your one-stop-shop for information. If it is not available on the website itself you will be redirected to the appropriate website.

What is a Standard Chart of Accounts and What are the Benefits from Implementing it?

What is a Standard Chart of Accounts?

The SCOA provides a common approach to capture accounting information by NFP community organisations, enabling government departments and other grant makers to talk the same accounting language as the NFP community organisations and their advisors. Essentially, it is a convention agreed to by accountants to ensure that 'like transactions' are grouped with 'like'. At the top level, the Chart of Accounts is grouped into

- Assets
- Liabilities
- Income
- Expenditure
- Equity
- Cost of Sales

Once transactions are accurately coded according to the Chart of Accounts and then processed in an accounting system (e.g. MYOB), the accounting system will group 'like' transactions together and can generate reports that separate income and expense into appropriate and meaningful groupings. For example, government grant income would be able to be distinguished from interest income. Organisation's can then differentiate their Charts of Account to break these accounts down further, for example by establishing a new and separate account for each source of government funding (e.g. DHS, DPCD) and for various sources of interest (e.g. Term Deposit, Savings Account).

The SCOA consists of a set of accounts which can be set up in most accounting software systems, and provides a data dictionary for guidance on how to process transactions and decide which transactions go to which accounts. The SCOA makes financial data consistent across NFP community organisations and adoption of the chart is voluntary.

Why a Standard Chart of Accounts?

Research by ACPNS has found that the lack of consistency in accounting categories and terms required by state and federal governments in their funding relationships with NFP community organisations has caused:

- An inability to aggregate and compare financial data for any purposes, such as public policy development, benchmarking of performance and indications of financial effectiveness or efficiency to funders;
- Significant compliance costs to NFP community organisations; and
- Significant administration and follow up costs to government departments.

The sector and governments have called for reduction in red tape for NFP community organisations since as early as 1991. Most parties are frustrated by the non-sectoral approach of the accounting regulators. Unlike most other OECD countries, (including UK, US and Canada), Australia does not have a special accounting standard for NFP community organisations

Benchmarking and standards have become a way of life and practically, those "at the coal face" have asked for improvements.

In research by ACPNS and the Queensland government, grant documentation was collected and analysed to establish what accounting terms are used to acquit grants to all government departments. It was found that there was no consistency between government departments, and there is a wide range of incompatible financial reporting requirements across departments and even between different programs within the same department. For example, a total of 129 different revenue line items and 836 different expense line items were identified in the departments' forms or instruction documents. Differences occurred both in the line descriptions and in the accounting treatment for the same types of expenses.

The main variations occurred around the expense item for labour costs. There was a total of 113 different line descriptions relating to direct labour costs; e.g. for some, 'salaries' covered salaries only; others included salaries and direct on-costs; for others, 'wages and salaries' included costs of employment, such as staff training, protective clothing, staff transport, and even workers compensation insurance.

For community organisations, these variations in terminology and categorisations created high costs of compliance. Because accounting systems are designed to capture financial transactions just once, having to report similar transactions in incompatible ways means that organisations often have to manually recalculate financial transactions to be compliant with government departments' acquittal and reporting formats.

Further, when data is not comparable, it is difficult for government departments to use this financial information to evaluate the financial performance of organisations, or to build efficiency benchmarks of similar activities by different community organisations. Collecting comparable data would greatly facilitate feedback to community organisations to increase their capacity to evaluate performance, and hence their ability to be more accountable.

While adoption of the SCOA is not mandatory for NFP community organisations, benefits relating to cost, efficiency and management can be realised. Many small to medium NFP community organisation's accounting systems have not kept pace with the growth of their organisation and suffer from a lack of discipline brought about by continual changes in volunteer treasurers or part time book keepers.

More information is available if you visit the Centre of Philanthropy and Nonprofit Studies website: <https://wiki.qut.edu.au/display/CPNS/CPNS+Wiki+Home>

Benefits of the Standard Chart of Accounts

- A SCOA will assist in the consistent collection of data by NFP community organisations to submit to government departments for their analysis.
- A SCOA provides a guideline or benchmark for the small to medium organisations that do not have full time book-keepers or accountants and have volunteer treasurers who do not have book-keeping or accounting backgrounds.
- A SCOA enables auditors to reduce their investigations within a NFP community organisation because of a more consistent sectoral application of definitions and use.
- A SCOA developed for use by NFP community organisations assists in the coordination of a federally consistent framework for this area of the regulation.
- A SCOA is a tool that enables harmonisation with other states and territories for those NFP community organisations who extend beyond borders.
- A SCOA provides incorporated associations with a template model in plain English for accounting and finance terms.
- A SCOA is an online tool in other jurisdictions that can be downloaded directly into an off-the-shelf accounting package owned by the NFP community organisation or printed out for manual reference.
- A SCOA gives NFP community organisations dealing with multiple government agencies a consistent framework in which to work.
- A SCOA is one tool that enables governments to have a consistent funding model, especially in respect of financial information such as budgets, acquittal reporting and financial accountability.
- Anecdotally, large organisations have aligned their existing and more complex accounting systems to include data

dictionary definitions as best practice.

- Many grant makers have introduced a “unit cost funding” model and a SCOA enables both governments and NFP community organisations to more reliably analyse actual unit costs of service delivery and set reliable benchmarking targets.
- A SCOA enables the grant maker to do the analysis within the department using common definitions and groupings rather than transferring that responsibility to the NFP community organisation.
- Standardised financial information can benefit the policy development within departments by aggregation from a common base level.

An accounting and reporting regime that is uniform and serves the needs of its specific users is one of the foundations of accountability. A SCOA can help to demystify the processes surrounding accounting and disclosure in the NFP community sector. Valuable resources are saved which can go towards service delivery and sustaining the sector. Funders and other stakeholders also have better tools with which to monitor, judge and influence NFP community organisations behaviour.

Over time and in the implementation of SCOAs in other jurisdictions, there are a number of questions that have been asked. If you look at the Frequently Asked Questions (FAQ) on the QUT website at <https://wiki.qut.edu.au/display/CPNS/QLD+Frequently+Asked+Questions+%28FAQ+s%29> and do not find an answer to your question specifically, please email dyo@qut.edu.au. If it cannot be answered by that team, they will redirect to the appropriate government agency/ies, peak body or advisory group for a solution.

Top Ten Myths of the Standard Chart of Accounts

ACPNS has developed the top ten myths of the SCOA as follows:

It is another conspiracy of government departments to control NFP organisations by forcing on them a standard accounting system.	<p>The SCOA concept is designed to discipline government departments to only request financial information from not-for-profit organisations that are recognised and defined in the SCOA Data Dictionary. This allows a not-for-profit organisation, if they wish to align the categories of financial information they ordinarily collect in their accounting system with that which government departments may request. This allows a not-for-profit organisation to cut compliance costs by collecting financial information once and using many times. The SCOA will only work if government departments discipline themselves to only request SCOA defined financial terms. Not-for-profit organisations can please themselves what chart of accounts they use to provide this information to the government departments and agencies.</p> <p>What the SCOA stops dead in its tracks is the past situation (in Queensland) where government departments had 115 definitions of how to define wages and salaries (and that was just the start – even postage and petties had multiple conflicting definitions!) were to be reported (and recalculated) by not-for-profit organisations.</p>
Large organisations with custom computer accounting systems can't use the SCOA because it is too simple.	<p>Yes, like all good myths this one has an element of truth in it. The SCOA was primarily designed with small and medium organisations in mind who can't afford offices of hot and cold running accountants and bookkeepers. It would be frankly silly for large organisations to simply adopt the SCOA. What has happened is that a number of large organisations such as Lifeline Queensland, St Vincent de Paul (QLD), Mission Australia and Uniting Burnside have all used the data dictionary to sharpen up their chart of accountants and take advantage of the standardised definitions to improve their accounting systems. We regularly assist large organisations on a pro bono basis to do this.</p>
It will all come back to 'bite the sector' in the long run.	<p>Yes, again there could be some truth in this. All our consultations in each state have considered this question because probably for the first time, the department, donors, members and perhaps even the management committee will be able to have an new insight into the organisation's accounts because it allows unit costing and benchmarking to be developed because of the 'apples are apples' features. Most stakeholders have decided that such transparency has its advantages in that it shows that governments are not funding the full cost of service delivery. When government does decide to step up to the plate – at least you will have a good idea of what it actually costs to deliver your services.</p>

<p>It will take our bookkeeper too long to do.</p>	<p>Our experience is that it actually takes from one hour to 3 days maximum to convert over your present chart of accounts to the SCOA. Our website has free template downloads for the popular accounting programs, manuals, streamed instructional videos and an email help line. Thousands of organisations have done it already and you can find some stories of transition on our web site. It is true that you need to pick the right time from an accounting and organisational cultural perspective to change over – that is don't do it when you have just had all your finance staff resign or during a debilitating internal factional war. Generally a good time is at the beginning of a new financial year but it can be done during the year especially if your transaction volume is low (and some rekeying may be necessary).</p>
<p>It is longer and more complex than what we use at present!</p>	<p>That is probably right. In the development of the SCOA, we decided to capture all the accounting information that any government department could ask you for or had been asking for that was relevant. What most organisations do is to collapse the account categories that they do not presently need or simply omit the information until they need it. For example, if you don't have housing or education grants, you can lose a lot of account requirements which are special to these departments. However, if you ever do get a grant from these departments, then you can expand your SCOA to collect the necessary information.</p>
<p>We use pre-GST MYOB and your SCOA won't work with that.</p>	<p>You are right! Good luck. We suggest you upgrade at once to current accounting software immediately.</p>
<p>The Departmental representative e.g. community service officer told us we had to use the SCOA as it was now mandatory.</p>	<p>Please send us an email immediately to dyo@qut.edu.au so that we can have a little chat to the person concerned. This will not happen as far as we are concerned.</p>
<p>There is nothing in it for us – we are doing fine with our present SCOA</p>	<p>That is ok. Tell us if it takes less time to do budgets or acquit grants from SCOA participating government departments with your COA – we would like to learn from it.</p>
<p>Our auditor/accountant doesn't like it</p>	<p>That is odd and you should ask why? All three of the professional accounting bodies have endorsed it – as well as the Victorian Government, Queensland Auditor General, the New South Wales Auditor-General, the Western Australian Assistant Auditor-General, Senate Economics Committee, the Productivity Commission and many more.</p>
<p>Who is making the \$ out of this?</p>	<p>As detailed on our Queensland University of Technology web site, not-for-profit organisations have a free licence to use the SCOA as do governments and advisors to the sector, provided that they do not commercialise it in any way without our permission. Queensland University of Technology holds all the intellectual property in the SCOA absolutely.</p>

Implementing the Victorian Standard Chart of Accounts

The implementation of the SCOA in Victoria uses a generic template, which can be applied to any computerised accounting software package. As it has been agreed that all government departments will be changing their acquittals processes to align with the SCOA from 1 July 2010, it is recommended that you adopt the Victorian SCOA at the beginning of the financial year for your organisation.

The implementation process can be done at year-end or month-end – if you have a small number of transactions, you may undertake the process in the first quarter of your financial year and “rekey” transactions so that year-end activities are not compromised. Adoption of the SCOA will result in comparison to prior year’s information being “out of sync” for the first 12 months so if you rely solely on the reporting features of your accounting software, you need to be aware of this for management reporting and committee/board reporting.

As the funding acquittals change and align with the SCOA NFP community organisations adopting can prepare acquittal reports more easily.

There are two (2) methods of conversion:

Manually: the first way is to manually map your existing Chart of Accounts against the SCOA. If you are used to your system and familiar with your organisation’s current chart of accounts, it is recommended that prior to any conversion that you do a manual comparison of the SCOA and your chart of accounts. To do this you will need to follow the steps outlined below:



Tip: Make a back-up copy of your accounting software data file before any changes are made AND print out a new Trial Balance or Account Listing after changing and ensure the totals balance.

1. Back-up your accounting software as a datafile before you begin. This is normally done at the end of each processing day as a normal activity so can be an extra item of security.
2. Print out a copy of your existing Chart of Accounts and Trial Balance or download a copy into Excel or other electronic spreadsheet– you may find the mapping process easier using an electronic spreadsheet if you are proficient in those products.
3. Print out a copy of the SCOA or download a copy into Excel or electronic spreadsheet.
4. Go through the two Charts manually identifying similarities and differences in the description/content. If you have these electronically in a spreadsheet, use the matching facilities for each line item.
5. Tick off those accounts that agree.
6. For those that do not match, you can either add new accounts to your own chart through your accounting package, or change your chart to match the SCOA number and accounts. For simplicity, it is best to use the code numbers in the new SCOA and keep the order of the accounts in the SCOA (this should also assist with the acquittal process). If you have different numbering, you will also need to be mindful of this for reporting comparisons especially over the first twelve months.
7. Once you have updated your accounting software and changed your chart of accounts, ensure that your new Trial Balance equals your original Trial Balance. – for an audit trail, you should keep a print out of the final Trial Balance before the update and one for after the update process. This will also give management and the Management Committee or Board confidence in the transition process.

Electronically: the second way is to download datafiles have been located on the website for use by not-for-profits in the accounting software of MYOB and Quickbooks. If you have other software, you will need to review your chart of accounts through the manual mapping process.

If you are creating a new file for the financial year, then the process will be straightforward, as you will import the new SCOA to replace the generic chart of accounts. If you are downloading, the SCOA into an existing file you will need to be careful that you do not duplicate account numbers or override year to date data or transactions and existing records.

To download the SCOA:

1. Go to the web link (<https://wiki.qut.edu.au/display/CPNS/Standard+Chart+of+Accounts>) in the centre of the page select your state: Victoria or you can go directly to the Victorian page using: <https://wiki.qut.edu.au/display/CPNS/Victoria>. : and select either MYOB or Quickbooks under the Datafiles heading.



Tip: Prior to downloading any information, ensure that you make a back-up copy of your accounting software data file before and print out the old Trial Balance.

1. Once you have clicked on the link, you will see instructions for downloading the file and the data file link. Ensure you read the instructions carefully prior to downloading the link (you can print the instructions so you have a guide prior to downloading the data file).

Note: for the MYOB file – download ONE MYOB file ONLY

Note: that QuickBooks has only ONE file that can be downloaded.

2. Follow the instructions carefully, particularly in regards to rejecting or updating existing account numbers that exist in your chart of accounts – it is prudent to print out a copy of your Trial Balance prior to any changes.
3. Once you have changed your chart of accounts, ensure that your new Trial Balance equals your previous chart of accounts' Trail Balance and that your account balances for each item are correct.

Some key activities for you to consider when updating your chart of accounts to the SCOA include checking of the following:

GST and Payroll linked accounts

Before you begin entering transactions you will need to check the account linkages. The accounts used by certain transactions (particularly payroll & GST in MYOB and payroll in QuickBooks) need to be set-up; these are known as linked accounts. The linked accounts only need to be set-up once, but it's very important that they are set-up before processing any transactions. For other types of accounting software it is recommended you contact your software provider to ascertain how linked accounts are dealt with.

You will need to check the linked accounts manually – or at least check that the accounts are linked.

Each accounting software application will have different commands to access the linked accounts. If you are unsure of how to do this, contact your software provider, peak body or professional advisor for assistance. It is particularly important to link accounts in the payroll module.

Comparing previous year's figures

When you introduce the new SCOA, which will be different from your previous Chart of accounts, it will mean that you cannot directly compare the previous year's figures with the current financial year. You will need to make a note in your Annual Financial Statements about the adjustments which were made when switching to the new SCOA. This will also be important in reporting to your Management Committee or Board.

Some good advice: For the first year after switching to the new SCOA, include the old account code as part of the description field.



Tip: Enter the balances only as positive numbers. Do not, for example, enter liability opening balances as negative numbers. Enter negative amounts only if the account truly has a negative balance (for example, Accumulated Depreciation).

Useful Websites for Treasurers and Bookkeepers

The internet is an excellent source of information for treasurers and bookkeepers to access and obtain the most up to date information in this area. Some of the most useful web sites are:

Office for the Community Sector

The Office for the Community Sector has been established to implement the Victorian Government's Action Plan: Strengthening Community Organisations. The OCS is dedicated to strengthening the NFP community sector and will work closely with the sector to implement the Action Plan. On this site you will find information pertaining to the Office's activities including the Victorian SCOA, reducing the regulatory burden, work force, leadership, building knowledge, and community foundations.

www.dpcd.vic.gov.au/communitysector

Matrix on Board- Victorian Standard Chart of Accounts websites

On this page you will find information about the SCOA project including training Manuals Training Registration forms and Help line information. Implementation training Manuals include generic, and for using the SCOA with MYOB, QuickBooks or other accounting program, FAQs and Other Resources: <https://wiki.qut.edu.au/display/CPNS/Standard+Chart+of+Accounts>

There is also a web based presentation of the Participant Manual

www.mob.com.au/projects/scoa

Australian Centre for Philanthropy and Nonprofit Studies (QUT)

The Australian Centre for Philanthropy and Nonprofit Studies sits within the Faculty of Business at the Queensland University of Technology (Gardens Point campus). It contains information about nonprofits, including statistics on the sector, research publications, upcoming seminars and workshops.

Interested parties are able to subscribe free-of-charge to a variety of non-profit email alert services. Contains lots of information in the areas of non-profit accounting, taxation and GST.

<http://cpns.bus.qut.edu.au>

Consumer Affairs Victoria

This site has all you need to know about Victorian incorporated associations including becoming incorporated. the Associations Incorporations Act (1981), fundraising, reporting and model rules.

<http://www.consumer.vic.gov.au>

Australian Business Register

Used to check the validity of a supplier's Australian Business Number (ABN) as well as accessing information about the entity's GST status.

<http://www.abr.business.gov.au>

Australian Taxation Office

A very useful website that contains information about tax rates, employer's PAYG withholding obligations, GST, FBT, superannuation and income tax matters. The website has numerous fact sheets in both HTML and PDF formats. Contains copies of relevant income tax and GST forms.

<http://www.ato.gov.au>.

Australian Taxation Office (Non-profit Section)

This part of the ATO website is specifically devoted to the taxation affairs of non-profit organisations. It includes information, fact sheets and forms covering a variety of tax-related topics relevant to non-profit organisations, including ABN, GST, gifts and fundraising, PAYG, superannuation and information about the endorsement procedures for both ITEC's and DGR's. The website also contains a free-of-charge Non-profit News Service whereby the ATO sends out e-mail alerts advising of new additions to the website and recent events and taxation changes affecting non-profit organisations.

<http://ato.gov.au/nonprofit/default.asp>

Charities Consultative Committee – Resolved Issues Document

In May 1999, the Federal government announced the establishment of the Charities Consultative Committee. The purpose of this committee is to assist the non-profit sector understand its obligations under the *Goods and Services Tax Act (1999)* as amended. The committee comprises representatives from the major charitable organisations and peak bodies in Australia and have released a paper entitled "The Resolved Issues Document" which provides clarification of a variety of GST issues affecting charities and non-profit organisations, such as fundraising, donations and grants.

<http://www.ato.gov.au/nonprofit/content.asp?doc=/content/16250.htm&pc=001/004/043/001&mnu=51111&mfp=001/004&st=&cy=1>

Australian Securities and Investments Commission

ASIC regulates the affairs of the 1.3 million companies incorporated in Australia under the *Corporations Act (2001)*. This site is useful for any entity that is a public company limited by guarantee. Contains copies of all ASIC forms in PDF format. Also contains a very useful business names and companies search facility.

<http://www.asic.gov.au>

Institute of Chartered Accountants

(ICAA) have published guidance for preparing not-for-profit financial reports. Copies can be obtained from

<http://www.charteredaccountants.com.au/A118424100>

Government departments which assist incorporated associations

State or Territory	Supporting Material
VIC	www.consumer.vic.gov.au
ACT	www.rgo.act.gov.au
NT	www.nt.gov.au/justice
NSW	www.fairtrading.nsw.gov.au
QLD	www.fairtrading.qld.gov.au
SA	www.ocba.sa.gov.au/Associations/[DR1]
TAS	www.consumer.tas.gov.au/business_affairs/incorporated_associations/requirements
WA	www.docep.wa.gov.au/associations/
Aboriginal Corporations	http://www.orac.gov.au

Victorian Standard Chart of Accounts (and Data Dictionary)

(November 2009)

Statement of Intent

This Standard Chart of Accounts (SCOA) and Data Dictionary is designed as a tool to assist not-for-profit (NFP) community organisations. The initial design was for those non government organisations (NGOs) that receive government funding. It has become apparent that others may find the SCOA of benefit especially in the use of the data dictionary.

This SCOA provides a consistency in accounting categories and terms within NGOs. In turn, this allows government departments to aggregate and compare financial data for policy development and administration costs are significantly reduced in both the government and NFP community sectors.

The numbering in the SCOA is flexible guided by a number of commercially available accounting packages and all accounts mentioned will not be required by all organisations that use the chart. There are references to the current Australian Accounting Standards (including IFRS) and these references are as included on the Accounting Standards Board website in October 2009. There is also reference to the relevant legislation items both nationally and state based. The overall numbering system follows a generally accepted principles approach of Assets = 1, Liabilities = 2 etc. Expenses are not classified into categories but rather included in an alphabetical order. This approach accommodates the multiple categories that any organisation may encounter especially in respect of acquittals to government agencies. Many organisations make acquittals to several departments and consensus prevailed with the alphabetical approach as most acceptable. This design is suggested to report in the “flattest” form for acquittal to departments and may be collated to meet internal management and organisation reporting requirements.

The SCOA and Data Dictionary have been developed over a number of years through consultations throughout the NFP community sector, the NFP peak bodies, advisors to the NFP community sector and various government agencies at all levels. For an online copy of the SCOA please go to: <https://wiki.qut.edu.au/display/CPNS/Victoria>.

This Standard Chart of Accounts was originally designed for the small to medium NFP community organisation which does not typically have an accounting department or a sophisticated accounting system.

A number of medium to large organisations have taken the data dictionary as a guide for their charts of accounts and modified to suit where appropriate by adding extra accounts that are not defined as organisation, expanding into sub accounts for extra items and using cost centre accounting for organisational projects and programs (both funded and unfunded). State based legislation has been considered for the SCOA.

Assets 1-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
1-0000	Assets	Assets are resources controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity.	Framework paras 49.1, 53-59	
1-1100	Current Assets	Current assets are all assets with future economic benefit expected to become available or used within the next 12 months. May be itemised as Major or Minor Assets if required.	AASB 101.60-61; 101.66	
1-1110	Cash at Bank - Restricted	Restricted cash represents funds to be used for a specific purpose, which relates to program or project or outcomes. This account does not include cash at bank or on hand that is used for the general operating purposes of the organisation. This account includes any roll-over funds and funds not yet allocated for a specific purpose whilst still relating to a program/project/s. This would include interest bearing deposits such as a building sinking fund and would usually be a "sub" account with the reconcilable accounts. Organisations should itemise by the nature of the restriction. If this amount is in negative, it is reported here. Note that negative cash at bank is often referred to as bank overdraft (and listed as a negative asset).	AASB 101.66(d), AASB107.6	Restricted and unrestricted is not specifically required by the Standards and usually applies through grant agreements. These accounts will usually be set up in accordance with the banking arrangements and this account may be a header with detailed accounts under. The structure will also be determined by the reconcilability of the accounts within the accounting system.
1-1120	Cash at Bank - Unrestricted	Unrestricted cash represents funds not allocated by a funding agreement for a specific purpose and is usually the general operating funds of an organisation. Some organisations may use sub accounts and itemise by account. If this amount is in negative, it is reported here. Note that negative cash at bank is often referred to as bank overdraft (and listed as a negative asset).	AASB 101.66(d)	Refer note above will also apply.
1-1140	Petty Cash	This account represents the amount of petty cash on hand at the end of the reporting period. It does not include cash at bank or till float. (Petty Cash and Cash Float should equal Cash on Hand which may be a header account.)	AASB 101.66(d)	

Assets 1-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
1-1150	Cash Float	This account represents the cash float used for trading or specific program/project purposes. It does not represent petty cash, or cash at bank and it is itemised by nature as required. (Petty Cash and Cash Float should equal Cash on Hand which may be a header account.)	AASB 101.66(d)	
1-1160	Undeposited Funds	This account represents the amount of undeposited funds (for temporary unallocated or unapplied funds) and is an automatic account feature in many software systems.		
1-1170	Short-Term Investments	This account includes term deposits and any short-term investments e.g. securities, shares in listed or unlisted companies expected to be realised in the next 12 months.	AASB 101.66(d)	
1-1180	Prepayments	Prepayments on items such as insurance, rent and advertising that have been prepaid beyond this financial period. This account does not include prepaid memberships by the organisations members as a separate account is set up and identified as such.	AASB 101.78(b)	
1-1190	Accrued Income	Income accrued both throughout the year and at year end such as interest or program income to be received in future months.	AASB 101.54(d)	
1-1200	Other Financial Assets	Itemised according to type such as: * Deposits held: eg electricity deposits, bonds, and similar deposits likely to be redeemed with the next financial period; * Non-financial Exchange Credits : eg Bartercard credits and contra remaining on card; and * Deposits held for events: for a sporting club tour to be held in the next reporting period	AASB 101.54(d)	

Assets 1-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
1-1210	Accounts Receivable	Also known as trade debtors. This account shows the gross accounts receivable still owing by debtors to the nonprofit organisation at the end of the financial period which are expected to be collected in the next 12 months. (This excludes rental debtors and staff debtors.)	AASB 101.54(h); 101.78(b)	A Debtors sub ledger may be used by an organisation as its members register and if that is the case, there would be separate Accounts Receivable and Provision for Doubtful Debts accounts set up to accommodate these in the same manner as the rental and staff debtors.
1-1220	Less: Provision for Doubtful Debts	This item (also known as Allowance for Doubtful Debts) is an estimate of the amount of debts not expected to be received in respect of outstanding debts.	AASB 101.54(h); 101.78(b)	
1-1230	Accounts Receivable - Rental Debtors	This represents rent charged but not yet collected from, or paid by tenants. These tenants may be commercial tenants, housing tenants, tenants at sports grounds, sub-tenants.	AASB 101.54(h); 101.78(b)	
1-1240	Less: Provision for Doubtful Debts - Rental Debtors	This is an estimate of the amount of rental debtors not expected to be received.	AASB 101.54(h); 101.78(b)	
1-1250	Other Debtors	This includes all other debtors other than trade debtors and rental debtors. This would include short-term loans made to staff members or committee members. It would also include imputation or franking credits owing to the nonprofit by the ATO in respect of franked dividends. This account would normally be for one off debtors. If the organisation has a separate debt book for eg Bond Debtors, a separate account should be raised.	AASB 101.54(h); 101.78(b)	

Assets 1-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
1-1260	Less: Provision for Doubtful Debts - Other Debtors	This is an estimate of the amount of debts not expected to be received in respect of outstanding debts.	AASB 101.54(h); 101.78(b)	
1-1300	Inventory on Hand	Items held for resale expected to be consumed in the next financial year. Includes fundraising stock, trading stock, publications for sale and client support inventory. Organisations may choose to use this account as a header account and include detail accounts such as bar and drinks; food; merchandise, uniforms for inventory on hand at the end of a reporting period.	AASB 102.36(b) AASB 101.54(g) and 101.78(c)	
1-1400	Other Current Assets	Other current assets not specifically included in previous accounts and may include items held for sale or due to be sold or "one off" prepayments of memberships.	AASB 101.54(j)	
1-1500	ABN Withholding Credits	An accounting system default code to which ABN Withholding credits accrue (this may be identified with slight variations in the software).		
	Total Current Assets	This is a system calculated figure of total current assets.	AASB 101.55	
1-5000	Non-Current Assets	Non-current assets are all assets with future economic benefits not expected to become available or used within the next 12 months. May be classified into Major or Minor Assets if required.	AASB 101.60-61	

Assets 1-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
1-5100	Long-Term Investments	This account includes any long-term investments e.g. securities or shares in listed and unlisted companies not expected to be realised in the next 12 months. Each year, the list is reviewed and any investments expected to be sold within the next 12 months should be moved to the relevant Current Assets account. It is good practice for organisations to maintain a separate register for all asset classes and that this account be a summation of all long term investments (one asset class).	AASB 101.54(e)	
1-5150	Other Financial Assets	These accounts are separately itemised by their nature such as: * Deposits held (electricity deposits, bonds, and similar deposits unlikely to be redeemed within the next financial period); and * Non-financial exchanged credits (e.g. the accumulated value of the property management equity accrued from mortgage and funding agreements; Bartercard credits and contra remaining on card unlikely to be redeemed within the next financial period). * Loans Receivable: some organisations have in their constitutions, the ability to lend money to members or others and these monies require repayment.	AASB 101.54(d)	
1-5210	Accounts Receivable	This account is also known as trade debtors and shows the gross accounts receivable still owing by debtors to the organisation at the end of the reporting period which are not expected to be collected 12 months from reporting date. (This excludes rental debtors and staff debtors as these are separately shown.)	AASB 101.54(h)	
1-5220	Less: Provision for Doubtful Debts	This is an estimate of the amount of debts not expected to be received in respect of outstanding debts.	AASB 101.54(h)	

Assets 1-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
1-5230	Accounts Receivable - Rental Debtors	This represents rent charged but not yet collected from, or paid by tenants (and with a future benefit of greater than 12 months).	AASB 101.54(h)	
1-5240	Less: Provision for Doubtful Debts - Rental Debtors	This is an estimate of the amount of rental debtors not expected to be received.	AASB 101.54(h)	
1-5250	Other Debtors	This includes all other debtors other than trade debtors and rental debtors not included above and with an expected future benefit longer than 12 months.	AASB 101.54(h)	
15-5260	Less: Provision for Doubtful Debts - Other Debtors	This is an estimate of the amount of debts not expected to be received in respect of outstanding debts.	AASB 101.54(h)	
1-6000	Land	This account includes freehold and leasehold land which is shown at cost, impaired value or revalued amount and the standards require description any pertinent details.	AASB 116.58 AASB101.54(b)	
1-7100	Buildings	This account includes freehold or leasehold buildings and any improvements to buildings some organisations will separate improvements into a separate account under a Buildings header. Buildings are separate to land even if they are acquired together. Buildings can include clubhouses and commercial buildings.	AASB 116.58 AASB101.54(b)	
1-7110	Less: Accumulated Depreciation on Buildings	This account represents the accumulated depreciation to date in respect of buildings and improvements. Investment properties do not need to be depreciated.	AASB 116.43 & 73	AASB140 applies to Investment Property

Assets 1-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References Other Comments
1-7120	Plant and Equipment	This account represents the total value of movable plant and equipment (excluding vehicles) that is owned or leased recorded at cost. The account includes all classes (movable plant and equipment; office furniture owned or leased; furniture and fittings installed in rental properties; office equipment (including computers and software) owned or leased; libraries and educational resources; allied health equipment; aids and equipment rented or leased to clients; sports equipment). May be itemised according to the nature of the asset. (This account excludes rental properties.). These items are recorded at cost. In the case of donated assets, these are recorded at fair value. The assets shown here should reconcile to the asset register. Nonprofit organisations will need to determine the materiality threshold as to when an item is an asset or should be recognised as an expense (eg. \$5,000). It is suggested that these accounts be broken up to meet the business needs to include improvements such as landscaping and surrounds, IT assets separately. Some organisations may have work in progress for long term activities. A sub-non-current asset account is recommended under the appropriate heading either Plant and Equipment or Intangibles (such as computer system implementation).	AASB 101.78(a) AASB116
1-7130	Less: Accumulated Depreciation on Plant and Equipment	Accumulated depreciation to date in respect of plant and equipment excluding rental properties for which a separate account is maintained.	AASB 116.73(a)
1-7140	Rental Property Furniture & Fittings	This is the cost of the furniture and fittings installed in rental properties.	AASB 116 AASB 101.68(b)

Assets 1-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
1-7150	Less: Accumulated Depreciation - Rental Properties Furniture & Fittings	Accumulated depreciation to date in respect of rental property furniture & fittings.	AASB 116.73(a)	
1-7160	Motor Vehicles	Motor vehicles (including buses) are recorded at cost and can be purchased, under hire purchase or leased.	AASB 116	
1-7170	Less: Accumulated Depreciation on Motor Vehicles	Accumulated depreciation to date in respect of motor vehicles.	AASB 116.73(a)	
1-7180	Intangibles	This amount represents intangibles purchased (not internally generated) e.g. goodwill, distribution rights, intellectual property, licences, patents, trademarks. Note also a sub-account structure could be used here to include work in progress over the course of a project such as computer software implementation.	AASB 138; AASB 101.54(c)	
1-7190	Less: Accumulated Amortisation on Intangibles	Accumulated amortisation to date in respect of intangible assets.	AASB 138.118	
1-7200	Other Non-Current Assets	Other non-current assets not specifically included in previous accounts which may include biological assets and long-term assets to be sold but not in the next 12 months.	AASB 101.54(f)	AASB 5 Non-current Assets Held for Sale and Discontinued Operations also applies
	Total Non-Current Assets	This is a system calculated amount which represents the total Non-current assets	AASB 101.55	

Assets 1-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
	Total Assets	This is a system calculated amount adding the total current assets plus the total Non-current assets.	AASB 101.55	

Liabilities 2-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
2-0000	Liabilities	A liability is a present obligation of the entity arising from past events, the settlement of which is expected to result in an outflow from the entity of resources embodying economic events.	Framework paras 49.1, 60-64	
2-1000	Current Liabilities	Current liabilities are liabilities with future economic losses expected to be used, or expended, or committed to be used within the next 12 months.	AASB 101.69-76	
2-1110	Accounts Payable	Accounts payable are also known as trade creditors. This account shows the gross accounts payable owing to trade creditors or suppliers at the end of the reporting period (other creditors such as banks are not included for items such as bank loans).	AASB 101.54 (k) & 78(b)	
2-1120	Accrued Expenses	This represents the liability component of amounts due at the end of the reporting period that remain unpaid. These include such expenses as unpaid salaries, unpaid electricity, unpaid telephone at year end.	AASB 101.54 (k) & 78(b)	
2-1130	Loans Payable	The balance of this account could be a header account for various loans from banks and other sources which are due payable within the next 12 months.	AASB 101.54(m)	
2-1140	Payables - Other	The balance in this account includes any and all other current payables such as tenants' money held (e.g. bonds, unpaid maintenance expenses etc.). It also includes any one-off payables and provision for income tax and FBT payable (if this type of provision is applicable to the nonprofit organisation).	AASB 101.54(k)	

Liabilities 2-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
2-1150	GST Payable	The accounting software usually has GST related accounts configured automatically for adoption by organisations. This account represents the gross GST payable to the Australian Taxation Office as collected by the nonprofit organisation. Organisations may have a separate account such as a GST Control Account to assist in the reconciliation process. Please discuss your specific needs with accountant or professional advisor.	AASB 101.54(k)	
2-1160	Less GST Receivable	Gross GST receivable (input tax credits) from the Australian Taxation Office. Organisations may have a separate account such as a GST Control Account to assist in the reconciliation process. Please discuss your specific needs with your accountant or professional advisor.	AASB 101.54(k)	
2-1170	Employee Benefits/ Employee Provisions	This account would be a header account or the first of several specific detail accounts. These accounts are for the current financial year and include Provision for Annual Leave, Provision for Long Service Leave; Provision for Personal/Carer's Leave. (PAYG Withholding Payable and Superannuation Payable are specifically separate accounts). These accounts can be expanded depending on how the nonprofit organisation has these activities structured, including "on leave".	AASB 101.54(l) & 78(d)	
2-1175	ABN Withholding Tax Payable	48.5% ABN Withholding tax withheld by the organisation where a creditor or supplier has not quoted an ABN and is over the statutory threshold for inclusion as a supplier.	AASB 101.54(k)	
2-1180	PAYG Withholding Payable	This account represents the PAYG withholding tax deducted from employees' gross salaries and not yet remitted to the ATO. This amount is paid to the ATO upon lodgement of the Business Activity Statement and this account is usually linked to the BAS reporting process within the accounting software.	AASB 101.54(k)	

Liabilities 2-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
2-1190	Superannuation Payable	This account represents the summed Superannuation Payable to complying superannuation funds on behalf of all employees. Details for each person are usually held in the employee record in the payroll system. Individual's information is usually not included in this account.	AASB 101.54(k), 54(l) & 78 (d)	
2-1200	Salary Sacrifice	This account can be used to record the amounts salary sacrificed by staff as a liability. It is usual to record each individual's information against their payroll record and this account is a summed account only.	AASB 101.54(k), 54(l) & 78 (d)	
2-1210	Hire Purchase Liability	This account represents any amount owing under hire purchase agreements within the next 12 months for any asset type or class.	AASB 101.54(m)	
2-1220	Lease Liability	This account represents the total amount owing under lease agreements and due within the next 12 months.	AASB 117.31(b) AASB 101.54(m)	
2-1230	Revenue Received in Advance	Any revenue or income such as rent received in advance, membership fees, contracts, sponsorships etc (but NOT grants) that span more than the current financial year.	AASB 101.54(j)	
2-1240	Grants Received in Advance	Any grants received in advance (or unexpended grants) which relate to future reporting periods. This account should be split between operating and capital grants and should be split between levels of government and government philanthropic grants.	AASB 101.54(j)	
2-1250	Grants Repayable to Government Departments	This account is for those grants which relate to the current period rather than the future which are have not been spent, are unlikely to be spent and are required to be repaid to grantor - usually a specific government department.	AASB 101.54(j)	

Liabilities 2-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
2-1260	Other Current Liabilities	This account can be used for any other current liabilities not specifically included in any of the accounts already listed. This also includes funds held in trust for a third party either paid by the government or another party to be passed onto different recipient than the organisation.	AASB 101.54(j)	
	Total Current Liabilities	This is a calculated figure through the nonprofit organisation's accounting system and reported as the total of current liabilities.	AASB 101.55	
2-2200	Non-Current Liabilities	This header account includes accounts with future economic losses not expected to be used, or expended, or committed to be used within the next 12 months. Generally, these include lease agreements and contracts (e.g. vehicles, equipment, telecommunication provision) and the total generally includes specific detailed accounts for bank loans and overdrafts.	AASB 101.60	
2-2210	Hire Purchase Liability	Any amounts that are owed under a hire purchase agreement that has a life of more than 12 months in the future should be recorded against this account. Separate registers should be kept for multiple agreements.	AASB 101.54(m)	
2-2220	Lease Liability	Any long term lease agreements (over 12 months) such as motor vehicle agreements should be recorded against this account. Separate registers should be kept for each agreement and should include the current year as well as the future year obligations.	AASB 117.31(b) AASB 101.54 (m)	
2-2230	Loans Payable	These are the long-term component of any and all loans owed by the nonprofit organisation to banks and others. A separate register should be maintained for such activities.	AASB 101.54(m)	

Liabilities 2-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
2-2240	Employee Benefits/ Employee Provisions	Generally it would be that there are at least two detail accounts for Provision for long service leave and Provision for Annual Leave that has been accumulated by employees and is not expected to be paid within the next 12 months. Details for each employee would be in their payroll employment record.	AASB 101.54(i) & 78(d)	
2-2250	Other Non-Current Liabilities	This account can be used for any other liabilities that are not expended to be actioned in the next 12 months and that are not specifically listed.	AASB 101.54(i)	
	Total Non-Current Liabilities	This is a calculated figure through the nonprofit organisation's accounting system totalling all non-current liabilities.	AASB 101.55	
	Total Liabilities	This figure equals total current liabilities plus total non-current liabilities and is calculated through the accounting system and reported in designated formats.	AASB 101.55	

Equity/Accumulated Funds 3-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
3-0000	Equity	Equity is defined as the residual interest in the assets of the entity after deducting all its liabilities.	Framework para 49, 65-68	
3-0500	Member Funds	This account includes any contributions made by members to establish the organisation. No ongoing members fees should be included - they are treated as revenue.		
3-1000	Retained Surplus/ (Accumulated Losses)	This account represents the accumulated surplus of the organisation over the years. Alternatively, it can also represent the accumulated losses over time and these are "nett".	AASB 101.54(r)	
3-2000	Current Year Surplus/ (Deficit)	The current year's surplus/(deficit) from the Income Statement or Profit and Loss Statement as calculated in the nonprofit organisation's accounting system.	AASB 101.88	
3-3000	Asset Revaluation Reserve	The asset revaluation reserve is generated because the nonprofit organisation has decided to revalue certain non-current assets, such as land and buildings. The amounts in the reserve is the generally the difference between the asset's cost and its market (or current) value. Under the new standards, this may be also referred to as Asset Impairment Reserve.	AASB 101.79(b)	

Equity/Accumulated Funds 3-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
3-4000	Other Reserves	Any other reserves established by the nonprofit organisation (such as the capital profits reserve, building maintenance reserve, bequests reserve, sinking fund, IT reserve etc) come under this account and can be broken into as many accounts as is necessary for the organisation. A reserve is essentially any amount of money specifically set aside by the management committee for future purposes. A reserve is an internal commitment or future internal provision determined by management at a board meeting. Capital Grant Reserve may be an "Other Reserve". Depending on the grant agreement, funds may be received by the organisation for capital purchase and subsequent yearly depreciation. A number of valid methods of recognition are used depending on the organisation's policy.	AASB 101.79(b) Capital Maintenance Adjustments Framework para 81	
3-5000	Historical Balancing Account	This account is a default account used by and in accounting software when the total debits and credits do not equal (and is used when the accounts are being loaded). Under normal circumstances, this account will equal zero. If there is a balance, it should be immediately investigated.		
	Total Equity	This figure is automatically calculated by the organisation's accounting system.		

Income 4-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
4-0000	Income	For the purposes of this Chart of Accounts, Income is also referred to as Revenue. Income or Revenues are inflows or other enhancements of assets or decreases of liabilities that result in increases in equity, other than those relating to contributions from equity participants. In-kind revenue can be expressed in this section. However where there is in-kind revenue there should be an equal and opposite in-kind expenditure recorded with a "NIL" effect on the surplus or deficit.	Framework par 70(a)	Charities Amendment Act 2006
4-1000	Grants	Not-for-profit entities obtain assets or services to provide goods and services to consumers and beneficiaries, in accordance with their objectives. Contributions, whether restricted or unrestricted, to a not-for-profit entity are non-reciprocal transfers which are made to maintain or increase the entity's capacity to provide those goods and services.	AASB 1004	Also the AASB is working on reporting by not-for-profits.
4-1010	Grants (Commonwealth) Operating - Recurrent	This account includes operating, recurrent funds received from Commonwealth including whole of organisation grants per capita (eg for Kindergartens).		
4-1020	Grants (Commonwealth) Operating - Non-recurrent	This account includes one-off grants from the Commonwealth operating or whole of organisation grants.		
4-1030	Grants (Commonwealth) - Capital	This account represents capital grants received to acquire/purchase or construct properties, upgrade or enhance existing properties, or acquire/purchase other items reported as assets such as an individual piece of equipment such as a fire truck or photocopier or a building.		

Income 4-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References
			Other Comments
4-1040	Grants (State) Operating - <i>Recurrent</i>	This account includes operating, recurrent funds received from State and can be whole of organisation.	
4-1050	Grants (State) Operating - <i>Non-recurrent</i>	This account represents one-off grants from the State.	
4-1060	Grants (State) - <i>Capital</i>	This account represents capital grants received to acquire/purchase or construct properties, upgrade or enhance existing properties, or acquire/purchase other items reported as assets.	
4-1070	Grants (Local) Operating - <i>Recurrent</i>	This account represents any operating contributions made by the local government authority in which the not-for-profit operates.	
4-1080	Grants (Local) Operating - <i>Non recurrent</i>	This account represents any one-off grants from the local authority in which the not-for-profit operates.	
4-1090	Grants (Local) - <i>Capital</i>	This account represents capital grants received from the local authority including donated land to housing co-operatives and sporting clubs.	
4-1100	Grants - <i>Other</i>	This account represents any other government or agency contribution, or community organisation contribution including grants received through mediating agencies. * <i>Included</i> in this <i>Other Grant Income</i> is subsidies. * <i>Included</i> are contributions in kind, such as services and assets received free of charge, or at an amount below market value. The amount represents the market value of the services or assets, minus the amount the organisation paid for them.	

Income 4-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
		<p>* <i>Includes</i> grants income both brought forward and carried forward for unspent funds carried forward usually when a program is longer than twelve (12) months.</p> <p>* <i>Includes</i> contribution of internal services and assets to the program.</p> <p>* <i>Includes</i> value of volunteer contribution.</p>		
4-2000	Fundraising - Gifts	<p>Revenue from voluntary support by way of gifts. (Definition of gifts: made voluntarily; do not provide a material benefit to the donor; essentially arise from benefaction, and proceed from detached and disinterested generosity. The following payments may not be gifts: purchases of raffle or art union tickets; purchases of chocolates, pens, etc; cost of attending fundraising dinners, even if the cost exceeds the value of the dinner; membership fees - though these may be fundraising contributions.) Registration with Consumer Affairs Victoria is a requirement under the <i>Fundraising Act (Vic)</i> 1998 and exemptions apply for registration (www.consumer.vic.gov.au). Refer also to http://www.ato.gov.au/nonprofit for further information about fundraising and gifts - brochures, flyers and fact sheets are available on this site.</p>		
4-2010	Donations received	This account includes all donations and gifts in both the monetary and non-monetary form that would (in the case of a Deductible Gift Recipient - DGR) be credited to the Gift Fund.		Taxation Ruling TR 2000/12 for gift fund http://www.ato.gov.au . Div 30 ITAA (1997) and NonProfit News Service articles outline such items as restricted donation eg building fund DGR; designated donation eg board decides to spend money specifically on a project.

Income 4-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
4-2020	Tax Deductible Donations (Non-public)	This includes donations from members, supporters and employees to comply with fundraising laws in each state.		Refer to the nonprofit section on www.ato.gov.au Fundraising Act 1998
4-2030	Donations (Public collections)	This account includes donations from public collections to comply with fundraising laws.		Fundraising Act 1998
4-2040	Non-tax deductible gifts	This account Includes proceeds from money box collections and other donations less than \$2.00, donations of property valued less than \$5,000.00 and other gifts and donations that do not qualify as tax deductible gifts.		
4-2050	Bequests	This account includes bequests and memorial gifts as actually received. It is also usual for an organisation to maintain a bequest register for future bequests.		
4-3000	Fundraising - Contributions	Major subheading and subtotal used to record all voluntary contributions other than donations or gifts and not market-value trading. Refer A New Tax System (Goods and Services Tax) Act 1999: For example - S38-250 nominal consideration; S38-270 Raffles and Bingo conducted by charitable institutions. Also refer to Table of Contributions, S30-15 Income Tax Assessment Act 1997.		
4-3010	Contributions (Members)	This account includes all contributions from members, supporters and employees, that do not qualify as gifts such as membership levies, sponsorship of participants in “-athons”, etc.		
4-3020	Contributions (Public)	This account includes all contributions from the public that do not qualify as gifts such as where there is a material benefit to the donor.		Refer to www.ato.gov.au for further information of inclusions

Income 4-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
4-3030	Contributions (Government)	This account is the non-reciprocal grants from governments where there is no legally binding contract to provide specified services with the contribution. (Note: Where there is an obligation to supply some goods or services to the government, the grant is to be treated as "Revenue from Services"--and not included in "Fundraising".)		
4-3040	Contributions (Philanthropic trusts and corporations)	This account includes non-reciprocal grants from other incorporated bodies or trusts where there is no legally binding contract to provide specified services with the contributions. (Note: Where there is an obligation to supply some goods or services to the government, the grant is to be treated as "Revenue from Services" - and not included in "Fundraising".)		Refer GSTR 2000/11 - Goods and Services Tax: Grants of Financial Assistance and Philanthropy Australia http://www.philanthropy.org.au/
4-4000	Trading/ Operating Activities	All transactions not included under Fundraising - Gifts (4-2000 above), Fundraising - Contributions (4-3000 above), which include a market value material benefit to the parties involved. Refer Nonprofit Tax Rulings on Income accounts where an organisation can record "in kind" transactions and should have an equal and opposite Expense account for the value.		
4-4010	Sales of goods	This account represents the sale made by the nonprofit of all goods (purchased or donated) . This is the most common trading account of organisations and could be a header account with various detail accounts with sub-headings to cover activities such as retail, uniforms, merchandise, tickets, food & beverage, programs.		

Income 4-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
4-4020	Fees and Charges - <i>Restricted</i>	This account represents the sale of provision or services by the nonprofit. This restriction is required by some Service Agreements. Includes client recovery depending on Service Agreement restrictions and clauses. Government funded child care where the parent component is \$30 and the government component is \$20 would be included in this account - the split will depend on the arrangement for the parent component - it may be unrestricted in the agreement so the \$30 would be recorded in the next account.		
4-4030	Fees and Charges - <i>Unrestricted</i>	This account represents the sale or provision or services by the nonprofit. Includes client recovery depending on Service Agreement restrictions and clauses. An example of these fees could be a member fee for service for child care (see account above as well - agreement dependant).		
4-4040	Other Fees and Charges	This account includes any items that are not regular and may be a header account with detail accounts for Management fees or Auspicing fees raised. (This also includes service charges, that is, an intra-organisation service fee that is charged by one part of the organisation to another part of the same organisation). Some organisations also charge a levy for salary sacrifice services. This account also includes consultancy income for overseas visitors.		
4-4050	Sponsorship and licensing fees	This account includes all sponsorships and licensing fees received by the nonprofit organisation as well as royalties collected on behalf of clients, e.g. artists. May include residential accommodation, hostel, village clients & childcare fees - depending on agreements, these may be included in Fees and Charges (either restricted or unrestricted) above.		Charities Amendment Act 2006

Income 4-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
4-4060	Income from Raffles and Gaming	This account records revenue from raffles and auctions (as per the legislation). <i>Further definitions to be reviewed and recorded as legislation changes.</i>		Fundraising Act 1998 and Gambling Regulation Act 2003
4-4070	Sales of tickets	This account refers to the GST-free status of certain goods and services supplied by a supplier which is a charitable institution, the trustee of a charitable fund, or a gift-deductible entity. For example include balls and performances and exclude raffles and auctions (both bid and silent).		GST Act Subpara. 39-250(2)(b)(ii)
4-5000 Other Income				
4-5010	Interest - <i>Restricted</i>	This account represents bank interest earned on the investment of funds provided for a specific purpose. Sub account may include "Interest on Resident's Board". May include investment income from managed funds.	AASB 118.35(b)(iii)	
4-5020	Interest - <i>Unrestricted</i>	This account includes interest earned on cash or banked funds, classified as operating funds. May include investment income from managed funds and depending on the organisations operations, may be a header account with sub-accounts.	AASB 118.35(b)(iii)	
4-5030	Rental income	This account is for any rent received from tenants or sub-tenants and includes all rents not yet collected but is owed by the tenant to the organisation - these should be invoiced in a rental register. The account includes services of the organisation if that is their "business" eg chargeable client tours. Depending on the organisation, this could be a trading/operating activity rather than included in Other as an unusual transaction.	AASB 118.35(b)(ii)	

Income 4-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
4-5035	Recoupments	This account includes recoupments such as electricity for sublet arrangements, insurance recoupments for Workers Compensation, salaries for jury duty, award/panel/presentation/conference/national body participation payments for cost recoveries such as airfares, accommodation.		
4-5040	Dividends Received	This account includes all franked and unfranked dividends received by the nonprofit organisation. Each type of dividend should have its own account eg one for Franked and one for Unfranked Dividends and this account may be a header account with sub-headings/detailed accounts.	AASB 118.35(b) (v)	
4-5050	Other/Sundry Income	This account includes franking credits received from ATO in respect of franked dividends. * <i>Includes</i> Commonwealth Traineeship Subsidies. * <i>Includes</i> reimbursement of funds for salaries and wages paid by a third party when staff are required to be replaced <i>excluding</i> workcover/workers compensation which should be a sub-account under Salaries and Wages (6-0600-6-0609) * <i>Includes</i> employees' contributions to fringe benefits and volunteer income	AASB 118.35(b)	
4-5060	Gain on Sale of Non-Current Assets	This account is a calculated figure that is the difference between the sale proceeds and the written-down value of the asset at the date of disposal. All assets sold should be included here - there is also a Loss on Sale of Assets account in the Expenses. An organisation may "net" the gains and losses into this account and show a "negative" revenue for management purposes but for reporting purposes these are required to be separate.	Framework par 75	

Income 4-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
	Total Income	This is a calculated figure by the accounting software of the organisation and may be in different calculations and sub-totals for reporting purposes for different stakeholders.		

Cost Of Goods Sold 5-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References
5-0000	Cost of Goods Sold	The cost price of the goods sold during the financial year by the nonprofit organisation. This is a high level framework where accounts should be expanded as needed for the nonprofit organisation. Nonprofit organisations with shops, retail centres, merchandising, bars, and hospitality centres will require COGS or Cost of Sales categories in their ledgers. Organisations without these activities will not require this category and therefore do not need to include in their structure.	AASB102 - note Aus for not-for-profit organisations particularly Aus34.1 and 36.1
5-0100	Opening Stock	This account represents the opening value of stock owned by the nonprofit organisation. This amount is determined by rolling over the value of closing stock at the end of the previous financial year. This can be broken down into various sub-accounts such as food, merchandise, bar and drinks	AASB 102.36(b)
5-0200	Purchases	This account represents the purchases made by the nonprofit organisation during the financial year. This can be broken down into various sub-accounts. Includes materials purchased, if the nonprofit organisation makes its own products, rather than buying them. A separate account could be used for Brochures and promotional material that is excluded from 6-0520. Use the Header/Detail account process/range for these accounts. It is expected that this category would be a header with several detail accounts as required by the nonprofit organisation.	AASB 102.36(d) Any salaries and wages associated here must be recorded as expenses and not cost of sales.
5-0300	Freight Inwards	The cost of transportation and freight relating to goods purchased (not sold) by the nonprofit organisation.	
5-0400	Less: Closing Stock	This account represents the value of closing stock as at the end of the financial year and must also be measured at the lower of cost and net realisable value.	AASB 102.9,23-33

Cost Of Goods Sold 5-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
	Cost of Goods Sold	This calculation is done by the nonprofit organisation's accounting software/system and is configured when the "company" or "organisation" is set up in the software.		

Expenses 6-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References
6-0000	Expenses	<p>This is a heading within the structure of accounts within the accountings software. Expenses are outflows or depletions of assets or incurrences of liabilities that result in decreases in equity other than those relating to equity. Organisations may elect to record "in kind" transactions in expense accounts and should have an equal and opposite Income account for the value for a nil nett result. Generally small to medium organisations do not recognise these items in their accounts. The accounts included here are in alphabetic order. Some organisations may require their reporting to be collections of accounts and that is their prerogative.</p> <p>Note: Generally cost recovery should be recognised as an income item. Some agreements require a "negative" expense reducing the actual amount recorded by the organisation. If this is the case, the original cost should be recorded as the expense (eg airline ticket against Travel & Accomodation (6-0710) and the cost recovery from the volunteer or participant to be against the same account and with an nett effect (usually of nil). it is recommended that if cost recoveries are "normal and usual" practice, that the organisation sets up sub-accounts to the expenses to track activities.</p>	<p>Framework par 70(b)</p> <p>Note: any employee costs should be included in salaries and wages and should be reported under other expense categories such as any of the "fees".</p>
6-0010	Accounting Fees	<p>This account represents accounting and bookkeeping fees. It <i>excludes</i> audit fees (which is its own separate account - 6-0050). <i>Includes</i> direct and indirect tax advice such as GST and FBT; Financial Business advice; financial report preparation and book-keeping services.</p>	

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0020	Advertising & Promotion	This account covers all advertising, marketing and promotion fees paid by nonprofits in the course of marketing, advertising and promotion of events and services, etc. It <i>includes</i> all printing relating to promotional material and <i>excludes</i> any marketing staff and management salaries. It <i>includes</i> trophies and awards (for sporting clubs, signage, sponsor serving (such as tickets but not entertainment), merchandising.		
6-0025	Agency Temp Staff	This account includes the costs of temporary staff employed for whatever reason from an agency. This account <i>excludes</i> consultancy staff.		
6-0030	Amortisation Expense	This account is the amortisation expense calculated for the current year relating to intangible assets. Depending on the organisation, this account may be updated on a monthly, quarterly, six monthly or annual basis.	AASB 138.118(d)	

Expenses 6-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References
6-0040	Assets Purchased <\$5,000	The amount of \$5,000 is arbitrary and reliant on the organisation's asset policy; a different limit may be set by the organisation as part of its policy. This account shows all assets (including computers) purchased by the nonprofit organisation that have an individual value of less than \$5,000 each such as cemetery shovels, uniforms for sporting clubs, tables and chairs for meeting rooms. Any asset above \$5,000 is to be capitalised and shown as an asset in the Balance Sheet. Some items that are expensed may still need to be recorded in the Fixed Asset Register. A separate account may be set up for assets over the threshold as a holding account during the year - assets that would be included in this extra account would be capitalised at year end. This account may be a header account with detailed sub-accounts such as IT purchases < \$5,000 each, Furniture and Fittings < \$5,000, Sporting equipment < \$5,000, Art equipment < \$5,000, Art < \$5,000.	Each organisation should also consider the ATO difference between asset and equipment - this will depend on the organisational activities.
6-0050	Audit Fees	This account <i>includes</i> fees directly associated with an audit of financial statements. It <i>excludes</i> accounting or bookkeeping fees (these are included in Accounting Fees (6-0010)).	AASB 101.AUS 138(a)

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0060	Auspecting Fees	This account represents fees paid by a non-profit organisation to another organisation for providing auspecting support. The auspecting organisation signs agreements, carries financial risk and legal responsibility for activities of the auspected organisation. It also includes internal auspecting fees. That is auspecting may be internal across the whole organisation or it may be with an external organisation. These are true auspecting rather than recoupment of administrative and project expenses. Organisations may choose to have multiple accounts for auspecting to manage these from an organisational perspective.		
6-0070	Bank Charges	This account represents all charges associated with the various bank accounts held by a nonprofit. * It <i>includes</i> State Government Tax, account keeping fees, EFTPOS fees, etc. * It <i>excludes</i> credit card fees (which are recorded in a separate account).		
6-0080	Bad Debts	This account records those debts which have been written off due to non-recovery.		GSTR 2000/2A Addendum - GST Adjustment for Bad Debts

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0085	Board/ Governance Expenses	This account included any expenses related to boards, management committees, governance activities, finance committees, audit committees such as travel and accommodation for meetings, reimbursement of expenses to those on the committees (kept separate to organisational volunteers), Annual General Meeting expenses. This account <i>includes</i> costs of babysitting for volunteer board member to attend meetings (FBT implications will apply). This account <i>excludes</i> meeting fees, sitting fees, directors fees as these are part of salaries and wages.		
6-0090	Business Planning, Reporting and Evaluation Costs	This account represents the costs of preparing and drafting submissions, business plans, marketing plans, volunteer management plans, risk management and operational plans, as well as the costs of feasibility studies. This account is specifically for administration costs incurred by the organisation (not related to service delivery objectives). This account includes both pre and post program or project costs and evaluation, development and research that occurs within an organisation.		
6-0100	Cleaning & Pest Control	This account represents all costs attached to general cleaning and cleaning materials, including waste disposal (including confidential disposal and shredding) as necessary but not related to for specific client activities (excluding meeting rooms used to meeting clients) - use 6-0110 to 6-0200 or client consumables 6-0210 and <i>includes</i> Pest control and termite protection. * It <i>excludes</i> security expenses, which are in a separate account.		

Expenses 6-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References Other Comments
6-0110 to 6-0200	Client Support Services	<p>This account would be a header account with a multiple of detail accounts under it. As a summary account, this account represents the costs of all services provided to client/participants. Different “sub” sectors will classify separately - aged care, international aid & development, child care, community services, disabilities, arts and culture, sporting bodies or membership bodies. Therefore, the term “client” may be changed to “member” or “event”.</p> <p>* This account <i>includes</i> costs associated with providing education and support, tutoring, school and pre-school support, education fees and child care support.</p> <p>* This account <i>includes</i> the costs associated with parenting/carer training, parenting/carer counselling, parenting/carer help and sibling support.</p> <p>* This account <i>includes</i> the costs associated with personal care, personal development, holiday assistance, transport assistance, community access, recreational support, life skills training and translation fees for clients.</p> <p>* It <i>includes</i> the costs associated with providing physiotherapy, occupational therapy, speech therapy, psychology, medical, dental, and other support.</p> <p>* This account <i>includes</i> the costs of providing respite support for client/participants.</p>	

Expenses 6-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References Other Comments
		<p>* This account <i>includes</i> the cost of providing a sporting event or an arts & culture event - the account name used may include "event coordination".</p> <p>* This account <i>includes</i> costs of developing education kits developed for clients and the general public.</p> <p>* This account <i>includes</i> emergency relief, such as cash payments</p> <p>* This account <i>excludes</i> education kits (included in Client Support Consumables) and salary and wages of staff (which is included in Salaries and Wages)</p>	
6-0210	Client Support Consumables	<p>This account <i>includes</i> the costs of providing <i>consumables, medical and surgical supplies</i> to clients/participants, e.g. costs associated with providing sterilisers, needles, and domestic supplies and appliances to clients/participants.</p> <p>* This account <i>includes</i> education kits, consumable equipment</p> <p>* This account <i>includes</i> any consumables for which an inventory is maintained.</p>	
6-0220	Computer Expenses	<p>This account <i>includes</i> all computer costs, including e-mail, internet and website development and maintenance. It also includes the cost of computer software expenses (but excludes training costs). Whilst most costs of development and maintenance of websites are an expense, in some limited instances, the costs may be capitalised.</p> <p>* This account <i>excludes</i> telecommunication and internet charges.</p>	

Expenses 6-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References Other Comments
		<p>* This account <i>excludes</i> computer equipment <\$5,000 (included in Assets < \$5,000)</p> <p>* This account <i>includes</i> the repairs and maintenance of computers (unless separately disclosed).</p>	
6-0230	Consultancy Fees	<p>This account covers fees paid to <i>external consultants and contractors</i> (with respect to delivery of funded services and these are not distinguished). Tendering costs to be included. Translation fees for the organisation are <i>included</i> - translation fees for clients are <i>excluded</i> and <i>included</i> in 6-0110 to 6-0200 Client Support Services. Includes panel and recruitment costs and non accounting fees by the accountant or accounting firms eg development of training manuals.</p> <p>* It <i>excludes</i> year end audit fees, accounting fees, legal fees, evaluators' fees, auspicing fees, and management service fees and agency temp staff. For ease, the organisation may choose to split consultancy fees into funded and unfunded and that requires a new account number of say 6-0231 or by type eg Recruitment consultancy, IT consultancy and use sub accounts</p>	
6-0240	Credit Card Fees	<p>This account records credit card fees, such as merchant fees, but <i>excludes</i> bank charges. This <i>includes</i> non-banking credit cards such as Amex and Diners as well as Commonwealth cards (used by some clients).</p>	
		<p>Depreciation is a group of accounts that could be arranged with a header and detail accounts for management accounts. A detail account that is not included is Depreciation - Other - this may be used if the organisation has an asset that does not fit into any other category.</p>	

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0250	Depreciation - Building	Depreciation expense for the current year relating to buildings.	AASB 116.48 and AASB 116.73(e) (vii)	Useful life for taxation purposes should refer to the ITAA 1997 (Division 43)
6-0260	Depreciation - Motor Vehicle	Depreciation expense for the current year relating to motor vehicles.	AASB 116.73(e) (vii) and AASB 116.48	Refer to TR 2000/18 for useful life recommendations.
6-0270	Depreciation - Plant & Equipment	Depreciation expense for the current year relating to plant and equipment. If the organisation maintains separate general ledger accounts for furniture and fittings OR IT, OR any other plant and equipment, a separate depreciation account should be created for each.	AASB 116.73(e) (vii) and AASB 116.48	Refer to TR 2000/18 for useful life recommendations.
6-0280	Depreciation - Rental Properties	Depreciation expense for the current year relating to rental properties.	AASB 116.73(e) (vii) and AASB 116.48	Refer to TR 2000/18 for useful life recommendations.
6-0290	Depreciation - Rental Properties Furniture & Fittings	This account includes all depreciation that relates to furniture & fittings installed in rental properties.	AASB 116.73(e) (vii) and AASB 116.48	Refer to TR 2000/18 for useful life recommendations.
6-0300	Donations Paid	This account represents all donations and contributions made by the nonprofit organisation. This account may be required to be a header or broken into deductible and non-deductible depending on ATO status and definition of the recipient. Some organisations have Deductible Gift Recipient (DGR) status with the ATO - see the ATO website for the current list.	AASB 1004	The ATO has issued a guideline on donations that are deductible at: http://www.ato.gov.au/nonprofit/content.asp?doc=/content/18699.htm

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0310	Employment Support and Supervision Costs	<p>This account covers all costs associated with employment support (e.g. job support, vocational development, supervision costs). It <i>excludes</i> the salary and wages of the staff undertaking the role - these are <i>included</i> in Salaries & Wages</p> <p>* The account <i>includes</i> all costs associated with supervision, counselling and debriefing of staff. These may be shown as separate account headings.</p>		
6-0315	Entertainment Costs	<p>Deductible and non-deductible entertainment costs should be included in this account. It may be useful for organisations to have two accounts one for each deductible costs and non-deductible costs. Special functions and events would be included in these accounts.</p>		Various ATO fact sheets exist in relation to the deductibility of entertainment.
6-0320	Equipment Hire/Lease	<p>This account represents all hiring or operating leasing costs of equipment by the nonprofit organisation. This does not finance lease costs.</p> <p>* This account <i>excludes</i> motor vehicle leases.</p>	AASB 117.33	
6-0330	Fees & Permits	<p>This account represents licence fees, ASIC fees, business name fees, annual incorporation fees paid to Consumer Affairs Victoria (or equivalent), and all other fees paid to regulators. These include working with children checks, criminal history, police checks, aged care fees, child care facility fees, strata fees, trademarks, copyright fees.</p>		

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0340 to 6-0370	Fundraising Expenses	These accounts represent expenses associated with fundraising appeals: including doorknock appeals, telemarketing, traffic intersection/highway collections, donations to clothing bins, sales of goods at opportunity shops, appeals run by commercial fundraisers, public appeals to support a club, association or an environmental or community cause, public appeals to support a cause or person or group of persons, and the sale of goods where portions of the sale price are donated to a nonprofit organisation or cause. Permits may be required for fundraising appeals under the <i>Fundraising Act 1998</i> .		Fundraising Act 1998
6-0380 to 6-0390	Gaming Expenses	These accounts exclude expenses associated with fundraising appeals. The term gaming refers to a range of legal forms of gambling such as electronic gaming machines (pokies), club keno, casino table games, and lotteries with a number of different organisations providing them. Minor gaming means a range of games such as raffles and bingo that are conducted by community and charitable organisations.		Gambling Regulation Act 2003; Gambling Regulation Regulations 2005, Gambling Regulation (Signage) Regulations 2005; Gambling Regulation (Commercial Raffle Organisers) Regulations 2006; Gambling Regulation (Infringement Offences) Regulations and Gambling No 2 (Bingo) (Amendment) Regulations 2003
6-0395	Health & Safety	This <i>includes</i> first aid costs, licensing compliance (eg anaphylactic training for childcare workers), workplace audit, WHS audit, <i>excludes</i> R&M costs (6-0590) such as cost of exit signs for WHS audit, <i>includes</i> legislation claims, OH&S compliance costs.		
Insurance is a group of accounts that could utilise a header and detail accounts for management and reporting purposes.				

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0400	Insurance - General	This account <i>includes</i> all insurances including accident, building and contents. It <i>excludes</i> motor vehicle insurance, as well as workers' compensation, volunteers' insurance, public liability insurance and directors' professional indemnity insurance that are identified separately in the categories below.		
6-0410	Insurance - Public Liability	This account represents public liability insurance.		
6-0420	Insurance - Professional Indemnity	This account represents professional indemnity insurance paid on behalf of the management committee and senior staff. This may include Directors and Officers Insurance.		
6-0430	Insurance - Rental Properties	This account includes all insurance in relation to rental properties.		
6-0440	Insurance - Volunteers	This account represents insurance to cover volunteers working on behalf of the nonprofit organisation.		
6-0445	Interest Paid	This account represents interest paid or interest penalties and includes interest accrued.		
6-0450	Legal Fees	This account represents any legal fees paid by the nonprofit during the year but not any fees such as copyrights, trademarks etc		
6-0460	Loss on Sale of Assets	This is the loss in respect of the sale of assets which are usually in the category of non-current. This amount is the difference between the sale proceeds and the written down value of the asset at the time of sale. Written-down value is the historical cost or revalued amount of the asset less accumulated depreciation to date of sale.	Framework para 80 and AASB 116.68	Gains for derecognised plant and equipment are not recognised as revenue - they are included at this account.

Expenses 6-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References Other Comments
6-0470	Management Fees	<p>This account represents fees paid to another organisation which performs governance and financial services for the nonprofit (eg. payroll services, shared office space fees etc). These fees may also be referred to as bureau fees or corporate service fees.</p> <p>* The account <i>excludes</i> auspicing fees, which is a separate account.</p> <p>* This account could be split between internal organisational recharge and external management fees and the general account code could be a header account with detail accounts listed. The size of the organisation will depend on the activities that would be required in this account/set of accounts.</p> <p>* Example of <i>inclusions</i> if the account includes internal organisational recharges are: CEO, IT, Finance, Occupancy, Stationery and supplies, Program Support of "head office" or "central" or "fixed" charges. The internal account should be allocated monthly for program performance but at least semi-annually to meet acquittal requirements. Inclusions also: union capitation, capitation for membership, "head office" assessment (diocesan assessment, regional assessment)</p>	
6-0480	Meeting Expenses	<p>This account represents all costs associated with meetings, e.g. hiring of venues and facilities.</p> <p>* It <i>excludes</i> travel and accommodation costs incurred for meeting purposes eg Board meetings (included at 6-0085)</p> <p>* It <i>includes</i> catering costs for the meeting, organisational agendas such as Research Panels, staff committees, Peak Body activities. Board and governance committee meetings would be included at 6-0085.</p>	

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
		* It <i>excludes</i> the hire of equipment (which has its own separate account 6-0320).		
6-0490	Membership Fees Paid	This account represents all membership fees paid by the nonprofit for the organisation and for staff eg professional body fees. National and state affiliation fees are <i>included</i> in this account.		Note ATO FBT rulings for employees
6-0500	Motor Vehicle Expenses	This account represents motor vehicle expenses. It <i>excludes</i> Depreciation on Motor Vehicles (which is a separate account). This account is a header account.		Refer to TR 2000/18 for useful life recommendations.
6-0501	MV Fuel and Oil	Fuel and oil costs incurred by the nonprofit organisation in respect of motor vehicles owned or leased.		
6-0502	MV Repairs & maintenance	Repairs & maintenance incurred by the nonprofit organisation in respect of motor vehicles owned or leased.		
6-0503	MV Insurance	Insurance incurred by the nonprofit organisation in respect of motor vehicles owned or leased.		
6-0504	MV Registration	Registration costs incurred by the nonprofit organisation in respect of motor vehicles owned or leased.		
6-0505	MV Lease Payments	Lease payments made by the nonprofit organisation in respect of motor vehicles under an operating lease arrangement.		
6-0506	MV Other	Other motor vehicle costs incurred by the nonprofit organisation in respect of motor vehicles owned or leased.		
6-0510	Postage, Freight and Courier	This account represents all freight, postage, stamps, franking costs and courier costs incurred by the nonprofit organisation. This <i>excludes</i> fundraising and COGS costs which are included in other accounts.		

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0520	Printing & Stationery	<p>This account <i>includes</i> all administrative costs associated with printing and stationery incurred by the nonprofit such as photocopying and purchase of paper.</p> <p>* It <i>excludes</i> the costs of printing loose-leaf brochures (coded to Publications 6-0540), as well as education kits provided to clients/participants (coded with Client Support Services 6-0110-6-0200).</p> <p>* It also <i>excludes</i> the costs incurred in printing promotional materials (coded to Advertising and Promotion 6-0020).</p>		
6-0530	Property Management Fees	<p>This account represents management fees paid by the nonprofit during the year in relation to managing properties.</p>		
6-0540	Publications and Information Resources	<p>This account <i>includes</i> the cost of newsletters, (library-based) books, hard cover publications purchased by the nonprofit (but not capitalised as an asset). It also includes loose-leaf brochures prepared by the nonprofit (these are not coded as printing & stationery costs). <i>Excludes</i> printing and stationery costs (6-0520) and Advertising and Promotion costs (6-0020).</p>		Note: ATO has extensive updates on its website at: http://www.ato.gov.au/nonprofit/content.asp?doc=/content/56536.htm
6-0550	Rates & Taxes	<p>This account includes all rates and taxes incurred by the nonprofit over the course of a year from local authorities, state authorities, federal authorities or any other group as may issues such notices (including "normal" water rates).</p> <p>* It <i>excludes</i> excess water rates which are included in Utilities (6-0720) below.</p> <p>* It <i>excludes</i> bank charges (6-0070).</p> <p>* It also <i>excludes</i> rates relating to rental properties 6-0560).</p>		In Victoria, water rates are administered by a separate organisation to the local authority.

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0560	Rates - Rental Properties	This account includes all rates and taxes incurred by the nonprofit over the course of a year that relate to rental properties.		
6-0570	Rent	This account <i>includes</i> all rent paid for buildings. * It <i>excludes</i> the rental of equipment (6-0320). * It also <i>excludes</i> expenses in relation to rental properties (6-0580).		
6-0580	Rent - Rental Properties	This account includes all rent that relate to rental properties and <i>excludes</i> auspic (6-0060).		Accounting for these may also include prepayments in relation to long-term leases.
6-0590	Repairs & Maintenance	This account represents all costs associated with the repair and maintenance of plant and equipment, buildings, and office furniture. It would also include other expenses related to running a centre, e.g. gardening, mowing, etc. * It <i>includes</i> costs of repairs and maintenance of buildings rented out and make good costs. * It <i>excludes</i> repairs and maintenance of motor vehicles (6-0502). * It also <i>excludes</i> expenses that relate to rental properties (6-0590). * It also <i>excludes</i> repairs to computer equipment (6-0220)		
6-0590	Repairs & Maintenance - Rental Properties	This account includes all repairs and maintenance incurred by the nonprofit that relate to rental properties including make good expenses.		

Expenses 6-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References Other Comments
6-0600 to 6-0649	Salaries & Wages	This account is a header account and represents all salaries and wages paid to all staff employed by the nonprofit on a permanent or casual basis (including replacement staff) by the nonprofit. These accounts tie into the organisation's payroll system and links should be re-checked on implementation or upgrade of both a Standard Chart of Account and the Payroll System.	
6-0601	S&W Annual Leave Expense	This account represents annual leave paid for the current year for employees. Generally this account is for the paid activities in each year and any leave accrued will be accounted for in the payroll system and liability accounts.	
6-0602	S&W Fringe Benefits Tax	This account represents the amount of fringe benefits tax paid by the nonprofit.	
6-0603	S&W Long Service Leave Expense	This account represents long service leave paid for the current year for employees. This account is the actual expenses in the year - some organisations undertake a probability calculation or record the movement from their payroll system.	
6-0604	S&W Recruitment Expense	This account represents recruitment expenses during the current year for employees incurred by the organisation for recruiting staff.	
6-0605	S&W Salary Sacrifice	This account represents amounts provided by the nonprofit as part of employees' remuneration e.g. vehicle lease, credit cards.	Note: the ATO has an extensive site relating to Salary Sacrificing in Nonprofits at: http://www.ato.gov.au/nonprofit/content.asp?doc=/content/33636.htm
6-0606	S&W Sick Leave Expense	This account represents sick leave paid for the current year for employees.	

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0607	S&W Superannuation	This account covers all expenses relating to superannuation, as paid for salaried or casual staff.		
6-0608	S&W Termination Payments	This account covers all termination payments paid such as bona fide redundancies, invalidity payments and golden handshakes.		
6-0609	S&W Workers' Compensation	Amounts paid for workers' compensation paid in respect of employees employed by the nonprofit.		
6-0610	S&W Salaries - Other	Any other costs paid to employees, such as the provision of child care, etc.		
6-0611	S&W Salaries & Wages	<p>This account represents all salaries and wages paid to all staff employed by the nonprofit on a permanent or casual basis (including replacement staff) by the nonprofit.</p> <p>* This amount is the gross amount including PAYG withholding tax, and includes allowances paid to employees.</p> <p>* It <i>excludes</i> annual leave, sick leave, long service leave, fringe benefits tax, salary sacrifice, superannuation, payroll tax, workers' compensation (which are all recorded in separate accounts).</p> <p>* It also <i>excludes</i> contractors' and consultants' fees, as well as staff amenities and training costs.</p> <p>This amount may reconcile to the PAYG Payment Summaries for all employees employed by the nonprofit during the financial year depending on the system used. It also excludes termination payments (separate account).</p>		

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0612	S&W Fees paid	This account includes any amounts paid to directors as meeting fees,, board members as honorariums, coaching fees, umpire fees, player fees (not paid through the payroll system), officials fess.		
6-0613	S&W Cost Recovery	This account represents cost recovery paid by a third party (such as Work Cover or workers compensation) for the replacement of a person on leave for any given reason. Depending on the agreement, this should be as an income account (in Other Income) and the full actual cost allocated in the payroll system. This account would be a “negative” expense.		
		Other Salaries and Wages accounts can be set up to be included as the organisation requires and these may include Non-reportable benefits, Salary packaging for PBI, Salary sacrifice for superannuation. The organisation should use the numbering system in this instance as they need accounts under the lead code of 6-0600. Extra organisation specific items can be added eg in church organisations a sub-account for “Stipends” may be required or a central account to pay into “the centre” for the upkeep of the bishop, moderator etc - this is not a management or auspicuing fee per se. Salaries and wages may have a clearing account through the Liabilities that is used by the accounting system or the payroll interface. If this is the case, this account would be in Liabilities Accounts 2-1190 onwards.		other benefits - eg housing but not salary sacrifice
6-0650	Security Expenses	This account represents the costs of security paid for the current year. * It <i>includes</i> cost of alarm systems, replacement locks, keys and security firms and outgoing component * It <i>excludes</i> costs of cleaning (6-0100).		

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
6-0660	Staff Amenities	Includes amenities purchased for staff in the tea room and visitors (such as tea, coffee, milk, biscuits etc). <i>Includes</i> bathroom and toilet supplies for sporting club clubhouses and green-room amenities for arts and theatre groups.		TR ATO
6-0670	Sundry Expenses	This account covers all small, miscellaneous one-off expenses which may occur, and which are not specifically included in other items. As a guide this account would be kept to a minimum and be proportionate to the overall expenses of the organisation. It is customary for an organisation to formulate a policy setting a threshold amount similar to petty cash transactions.		
6-0680	Telephone & Fax Charges & Internet	This account represents all telephone, mobile telephone, and fax costs incurred by the nonprofit. Internet costs are included here as these are usually included on the telephone bill. The organisation may wish to separate each into separate sub accounts. * It <i>excludes</i> postage, freight and courier expenses (6-0510).		
6-0690	Tenancy and Property Supplies and Services	This account includes all other property-related expenses including items such as pest control, air-conditioning and property services, body corporate fees, valuation fees and Centrepay fees.		
6-0700	Training & Development (Staff)	This account represents the costs incurred by the nonprofit on staff training as well as the costs of sending staff to external conferences and training workshops. * It <i>includes</i> registration costs.		

Expenses 6-0000				
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References	Other Comments
		<p>* It <i>excludes</i> costs of training volunteers. This is coded to Volunteer Expenses (6-730) or Board/governance expenses (6-0085).</p> <p>* It <i>excludes</i> costs of attending meetings.</p>		
6-0710	Travel & Accommodation	<p>This account represents all travel expenses incurred in relation to <i>staff employed</i> by the nonprofit. Domestic and international travel are usually asked to be separated by funding bodies so two accounts would be appropriate under this item - use either a header and detail accounts or two account line items.</p> <p>* It <i>includes</i> airfares, taxi fares, accommodation, meals, sustenance, vehicle hire (e.g. away from home) and incidental expenses incurred whilst away from home, train, taxis, tolls for motor vehicles and car parking to see clients and for permanent, part-time and casual staff.</p> <p>* It <i>excludes</i> travel costs associated with clients/participants (these are included in Client Support Services 6-0110-6-0200).</p> <p>* It <i>also excludes</i> travel costs associated with volunteers (these are included in Volunteer Costs (6-0730)).</p>		
6-0720	Utilities	<p>This account <i>includes</i> the cost of utilities paid (e.g. electricity, gas and excess water rates) and includes outgoings allocated to utilities</p> <p>* It <i>excludes</i> general rates (which has a separate account (6-0550))</p>		

Expenses 6-0000			
MYOB Account Number	Suggested Account Name	Data Dictionary/Description of Account	IFRS Accounting Standards References Other Comments
6-0730	Volunteer Costs	<p>This account represents all costs relating to volunteers (including training of volunteers). This account should be a header account with detailed accounts listed for the various inclusions.</p> <p>* It <i>includes</i> the costs of managing volunteers, and sending volunteers on organisational business such as reimbursements of expenses.</p> <p>* It <i>includes</i> allowances, reimbursements and incidental expenses paid to volunteers (excluding Board members), and all costs related to volunteer training (Board expenses are included in Board/Governance Expenses (6-0085).</p> <p>* It <i>excludes</i> costs of volunteer insurance (6-0460), the salaries and wages of volunteer co-ordinators and trainers (6-0600) and Board related costs (6-0085)</p>	
6-0740	Write off Expenses	<p>This account is an account for once off expenses that require writing off such as lost assets, disposal of broken assets, break in and cash stolen, cannot find an asset at stocktake, incorrect prepayments. These expenses exclude Bad Debts write-off which are included above (6-0080). These expenses are not ordinary or explicitly expressed in the standards and are unusual and out of the ordinary operating costs.</p>	
	Total Expenses	Total expenses as calculated by the organisation's accounting system and represent all operating expenses of the organisation.	

Acronyms

ACPNS	Australian Centre for Philanthropy and Nonprofit Studies
AIFRS	Australian International Financial Reporting Standards
COAG	Council of Australian Governments
DHS	Department of Human Services
DPCD	Department of Planning and Community Development
GST	Goods and Services Tax
NFP	Not-for-Profit
OECD	Organisation for Economic Co-operation and Development
QUT	Queensland University of Technology
SCOA	Standard Chart of Accounts

Acknowledgements

Published by the Office for the Community Sector
Department of Planning and Community Development
1 Spring Street
Melbourne Victoria 3000
Telephone 03 9208 3543
March 2010

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Authorised by the Victorian Government, Melbourne

The Victorian Standard Chart of Accounts was developed by the Queensland University of Technology

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Project Consultants – Matrix on Board
Design – The White Studio
Print – Impact Digital

Accessibility

If you would like to receive this publication in an accessible format, such as large print or audio, please telephone the Office for the Community Sector on 03 9208 3543, or email communitysector@dpcd.vic.gov.au.

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