

MONTHLY AUDIT OF GENERAL LEDGER ACCOUNTS

Legend:

GL=General Ledger
AP=Accounts Payable
PR=Payroll
AR=Accounts
Receivable

(In a small construction firm, all functions -GL, AP, PR, AR- are handled by one individual. As a firm grows, the separate functions are distributed and assigned to multiple individuals. Each individual should be cross-trained to handle at least two functions to assure continuity)

ASSET ACCOUNTS

[illegible]

164	Autos & Trucks	X									
165	Leasehold Improvements	X									
167	Furniture, Fixtures	X									
168	Plant & Machinery	X									
172	Accum Depr- Shop Equip	X									

174	Accum Depr- Autos, Trucks	X									
175	Accum Depr- Leashold Improve	X									
177	Accum Depr- Furn & Fixt	X									
178	Accum Depr- Plant & Machinery	X									
194	Other Assets-Utility Deposit	X									
199	A/R Suspense				X						

LIABILITIES

ACCT #	ACCOUNT NAME	GL	AP	PR	AR	JUL	AUG	SEP	OCT	NOV	DEC
21	Accounts Payable		X								
212	Accts Payable- Trade		X								
214	Accts Payable- Subcon		X								
216	Accts Payable- Retention		X								
240	Billings in Excess of Costs	X									
25	Payroll Taxes Payable			X							
250	Payroll Tax Pay - FIT			X							
251	Payroll Tax Pay - FICA			X							
252	Payroll Tax Pay - FUTA			X							
253	Payroll Tax Pay - SIT			X							
254	Payroll Tax Pay - SDI			X							
255	Payroll Tax Pay - SUI			X							
256	Payroll Tax Pay - SETT			X							
262	Garnishments			X							
265	Workers' Comp Payable			X							
270	Unions Payable			X							

LIABILITIES CONT.

ACCT #	ACCOUNT NAME	GL	AP	PR	AR	JUL	AUG	SEP	OCT	NOV	DEC
271	401(k) payable			X							
275	Accr Liabilities			X							
275001	Accr Bonus-Employees	X									
275004	Accr Bonus-Florence	X									
280	Inc Tax Payable	X									
282	Deferred Tax Liabilities	X									
295	Notes Payable		X								
295001	Note Payable-Truck		X								
295002	Note Payable-Credit Line		X								
295003	Note Payable-Loan Interest		X								
295004	Note Payable-Kin Wo		X								
295005	Note Payable-Florence		X								
299	A/P Suspense		X								

CAPITAL ACCOUNTS

310	Capital Stock	X								
320	Retained Earnings	X								

INCOME ACCOUNTS

ACCT #	ACCOUNT NAME	GL	AP	PR	AR	JUL	AUG	SEP	OCT	NOV	DEC
400	Contract Sales				X						
420	Discounts Allowed - A/R				X						

DIRECT COST

551	Alloc Cost of Labor/Burden			X							
552	Cost of Const - Material		X								
553	Cost of Const - Subcontractor		X								
554	Alloc Cost of Equipment		X								
555	Cost of Const - Other		X								
590	Discounts Taken - A/P		X								

ALLOCATED COSTS

ACCT #	ACCOUNT NAME	GL	AP	PR	AR	JUL	AUG	SEP	OCT	NOV	DEC
600	Burden			X							
602	Other Wages, Bonus			X							
603	Payroll Tax Expense			X							
604	Insurance- Workers' Comp			X							
606	Union Benefits			X							
610	Insurance- General Liab			X							
620	Equipment		X								
621	Vehicle & Equip Cost- Shop/Lab		X								
622	Vehicle & Equip Cost- Fuel/Oil		X								
623	Vehicle & Equip Cost- Parts		X								
624	Vehicle & Equip Cost- Int/Tax		X								
625	Vehicle & Equip Cost- Deprec		X								

GENERAL AND ADMINISTRATIVE EXPENSES

ACCT #	ACCOUNT NAME	GL	AP	PR	AR	JUL	AUG	SEP	OCT	NOV	DEC
701	Salaries & Wages-Officer			X							
702	Salaries & Wages- Other			X							
703	Payroll Tax Expense			X							
704	Insurance- Workers' Comp			X							
705	Insurance-Medical			X							
706	Employee Benefits			X							
707	Insurance-Dental			X							
709	Insurance-Personal Property		X								
710	Insurance-General Liability		X								
711	Advertising		X								
712	Dues and Subscriptions		X								
714	Auto Expenses		X								
715	Insurance - Auto		X								
716	Insurance-Property		X								
717	Insurance-Buider's Risk		X								
718	Interest-Finance Charge		X								
720	Office Suppl and Expense		X								
730	Telephone		X								
732	Utilities		X								
740	Rent-Equipment		X								
741	Rent-Office		X								
743	Legal and Accounting		X								
746	Travel		X								
748	Meals		X								
749	Entertainment		X								
750	Business Promotion		X								

GENERAL AND ADMINISTRATIVE EXPENSES CONT.

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