

# LANDSCAPING

## Chart of Accounts Template

### WHAT A CHART OF ACCOUNTS IS USED FOR:

A chart of accounts tracks the financial activities of your landscaping business. It allows you to categorize your income, expenses, assets, liabilities, and equity, providing a clear overview of your company's financial health. This structured approach empowers business owners to make more informed financial decisions, streamline reporting, and prepare for growth.



### EVERY CHART OF ACCOUNTS SHOULD INCLUDE:

#### REVENUE ACCOUNTS

Categories your business services.

#### EXPENSE ACCOUNTS

Detailed cost tracking.

#### ASSETS, LIABILITIES, AND EQUITY

What a business owns, owes, and the owner's stake.

### DOWNLOAD THE TEMPLATE

This customizable chart of accounts is designed specifically for landscaping businesses to organize financial data. Track revenue, expenses, and assets, ensuring your business stays financially efficient and ready for growth.

<b>Company Name:</b>	[Landscaping Business Name]
<b>Prepared By:</b>	[Name]
<b>Date Prepared:</b>	[Date]
<b>Fiscal Year:</b>	[Fiscal Year]
<b>Chart Last Updated:</b>	[Last Updated Date]

## Asset Accounts

Account Number	Account Name	Financial Statement	Balance
1000	Cash	Balance Sheet	\$
1010	Accounts Receivable	Balance Sheet	\$
1020	Prepaid Expenses	Balance Sheet	\$
1030	Equipment	Balance Sheet	\$
1040	Vehicles	Balance Sheet	\$
1050	Inventory	Balance Sheet	\$

## Liability Accounts

Account Number	Account Name	Financial Statement	Balance
2000	Accounts Payable	Balance Sheet	\$
2010	Business Loans	Balance Sheet	\$
2020	Taxes Payable	Balance Sheet	\$
2030	Accrued Expenses	Balance Sheet	\$
2040	Payroll Liabilities	Balance Sheet	\$
2050	Customer Deposits	Balance Sheet	\$

## Equity Accounts

Account Number	Account Name	Financial Statement	Balance
3000	Owner's Equity	Balance Sheet	\$
3010	Retained Earnings	Balance Sheet	\$

## Revenue Accounts

Account Number	Account Name	Financial Statement	Balance
4000	Lawn Care Services	Income Statement	\$
4010	Landscaping Services	Income Statement	\$
4020	Snow Removal Services	Income Statement	\$
4030	Irrigation Installation/Repair	Income Statement	\$
4040	Seasonal Maintenance Contracts	Income Statement	\$
4050	Hardscaping Services	Income Statement	\$
4060	Landscape Design Services	Income Statement	\$

## Expense Accounts

Account Number	Account Name	Financial Statement	Balance
5000	Labor Costs	Income Statement	\$
5010	Materials & Supplies	Income Statement	\$
5020	Equipment Rental	Income Statement	\$
5030	Equipment Maintenance	Income Statement	\$
5040	Fuel Costs	Income Statement	\$
5050	Office Supplies	Income Statement	\$
5060	Utilities	Income Statement	\$
5070	Marketing & Advertising	Income Statement	\$
5080	Employee Benefits	Income Statement	\$
5090	Subcontractor Payments	Income Statement	\$
6000	Overhead Costs	Income Statement	\$

## Tips for Using a Chart of Accounts Effectively

- 1. Customize for Your Business Needs:** This template provides a comprehensive structure, but it should be tailored to your specific services, expenses, and financial requirements. Add or remove accounts to reflect the unique aspects of your landscaping business.
- 2. Group Accounts Logically:** Organize your accounts by category (e.g., revenue, expenses, assets, liabilities, and equity) to easily track finances and understand your company's financial health at a glance.
- 3. Assign Account Numbers:** Use account numbers to categorize transactions efficiently. Group similar accounts (e.g., all revenue accounts in the 4000s, expenses in the 5000s) to streamline reporting and make it easy to identify transaction types.
- 4. Update Regularly:** Keep your chart of accounts up to date by reviewing it periodically. As your business grows or changes, adjust the accounts to reflect new income streams, expense categories, or asset purchases.
- 5. Separate Fixed and Variable Costs:** For better financial planning, separate fixed costs (e.g., rent, insurance) from variable costs (e.g., materials, labor), so you can better manage profitability and cash flow.
- 6. Reconcile Accounts Monthly:** Regularly review your accounts, especially asset and liability accounts, to ensure all transactions are recorded correctly. This helps prevent discrepancies and ensures accurate financial reporting.
- 7. Use for Budgeting and Forecasting:** Leverage your chart of accounts to create budgets and financial forecasts. Accurate and organized accounts make it easier to predict future revenue and expenses and to plan for growth or investment opportunities.