

ADMINISTRATIVE AND GENERAL CHART OF ACCOUNTS

		Administrative & General 7000	Information Systems 7100
Labor (starts with "6")		GL #	GL #
	Management		
	<u>Accounting</u>		
	Finance Director	2 7000 60 7100 0	
	Finance Assistant Director	2 7000 60 7102 0	
	Controller	2 7000 60 7104 0	
	Assistant Controller	2 7000 60 7106 0	
	Finance Manager	2 7000 60 7108 0	
	Finance Assistant Manager	2 7000 60 7110 0	
	Credit Manager	2 7000 60 7112 0	
	Account Receivable Manager	2 7000 60 7114 0	
	Accounts Payable Manager	2 7000 60 7116 0	
	<u>General Support</u>		
	General Manager	2 7000 60 7000 0	
	Assistant General Manager	2 7000 60 7002 0	
	Operations Director	2 7000 60 7004 0	
	Operations Manager	2 7000 60 7006 0	
	Administrative Assistant	2 7000 60 7008 0	
	<u>Human Resources</u>		
	Human Resources Director	2 7000 60 7200 0	
	Human Resources Assistant Director	2 7000 60 7202 0	
	Human Resources Manager	2 7000 60 7204 0	
	Human Resources Assistant Manager	2 7000 60 7206 0	
	Recruiting Manager	2 7000 60 7208 0	
	Training Manager	2 7000 60 7210 0	
	Employee Relations Manager	2 7000 60 7212 0	
	<u>Purchasing/Receiving</u>		
	Purchasing Manager	2 7000 60 7300 0	
	Receiving Manager	2 7000 60 7302 0	
	<u>Security</u>		
	Security Director	2 7000 60 7400 0	
	Security Manager	2 7000 60 7402 0	
	Security Assistant Manager	2 7000 60 7404 0	

<u>Information Systems</u>		
Information Systems Director		2 7100 60 7500 0
Information Systems Manager		2 7100 60 7502 0
Information Systems Assistant Manager		2 7100 60 7504 0

NonManagement

Accounting

Accounting Clerk	2 7000 60 7150 0
Accounting Clerk - OT	2 7000 60 7150 4
Accounting Supervisor	2 7000 60 7152 0
Accounting Supervisor - OT	2 7000 60 7152 4
Accounts Payable Clerk	2 7000 60 7154 0
Accounts Payable Clerk - OT	2 7000 60 7154 4
Accounts Receivable Clerk	2 7000 60 7156 0
Accounts Receivable Clerk - OT	2 7000 60 7156 4
General Cashier	2 7000 60 7158 0
General Cashier - OT	2 7000 60 7158 4
Staff Accountant	2 7000 60 7160 0
Staff Accountant - OT	2 7000 60 7160 4

Human Resources

Human Resources Coordinator	2 7000 60 7250 0
Human Resources Coordinator - OT	2 7000 60 7250 4
Human Resources Supervisor	2 7000 60 7252 0
Human Resources Supervisor - OT	2 7000 60 7252 4
Payroll Specialist	2 7000 60 7254 0
Payroll Specialist - OT	2 7000 60 7254 4
Recruiter	2 7000 60 7256 0
Recruiter - OT	2 7000 60 7256 4
Trainer	2 7000 60 7258 0
Trainer - OT	2 7000 60 7258 4

Purchasing/Receiving

Inventory Coordinator	2 7000 60 7350 0
Inventory Coordinator - OT	2 7000 60 7350 4
Purchasing Coordinator	2 7000 60 7352 0
Purchasing Coordinator - OT	2 7000 60 7352 4
Receiving Coordinator	2 7000 60 7354 0
Receiving Coordinator - OT	2 7000 60 7354 4

Security

Security Officer	2 7000 60 7450 0
Security Officer - OT	2 7000 60 7450 4
Security Supervisor	2 7000 60 7452 0
Security Supervisor - OT	2 7000 60 7452 4

<u>Information Systems</u>		
Systems Supervisor		2 7100 60 7550 0
Systems Supervisor - OT		2 7100 60 7550 4
Systems Operator		2 7100 60 7552 0
Systems Operator - OT		2 7100 60 7552 4
Alloc Expense In/Out - Wages	2 7000 6990001	2 7100 6990001
Total Internal Wages		
Contract Labor		
<u>Accounting</u>		
Accounting Clerk	2 7000 66 7150 0	
Accounting Supervisor	2 7000 66 7152 0	
Accounts Payable Clerk	2 7000 66 7154 0	
Accounts Receivable Clerk	2 7000 66 7156 0	
General Cashier	2 7000 66 7158 0	
Staff Accountant	2 7000 66 7160 0	
<u>Human Resources</u>		
Human Resources Coordinator	2 7000 66 7250 0	
Human Resources Supervisor	2 7000 66 7252 0	
Payroll Specialist	2 7000 66 7254 0	
Recruiter	2 7000 66 7256 0	
Trainer	2 7000 66 7258 0	
<u>Purchasing/Receiving</u>		
Inventory Coordinator	2 7000 66 7350 0	
Purchasing Coordinator	2 7000 66 7352 0	
Receiving Coordinator	2 7000 66 7354 0	
<u>Security</u>		
Security Officer	2 7000 66 7450 0	
Security Supervisor	2 7000 66 7452 0	
<u>Information Systems</u>		
Systems Supervisor		2 7100 66 7550 0
Systems Operator		2 7100 66 7552 0
Total Contract Labor		
Bonuses and Incentives		
Bonus Plan Pay	2 7000 6700200	2 7100 6700200
Incentive Pay	2 7000 6700400	2 7100 6700400
Total Bonuses and Incentives		
Alloc Expense In/Out - Service Charge	2 7000 6994001	2 7100 6994001
Total Compensation		

Payroll Taxes		
Federal Unemployment	2 7000 6800200	2 7100 6800200
Medicare	2 7000 6800300	2 7100 6800300
Other Payroll Taxes	2 7000 6800400	2 7100 6800400
Social Security	2 7000 6800500	2 7100 6800500
State Unemployment	2 7000 6800600	2 7100 6800600
State Insurance	2 7000 6800700	2 7100 6800700
Total Payroll Taxes		
Benefits		
Child Care	2 7000 6900200	2 7100 6900200
Educational Benefit	2 7000 6900240	2 7100 6900240
Employee Recognition	2 7000 6900280	2 7100 6900280
Flex/Sick Pay	2 7000 6900320	2 7100 6900320
Insurance General	2 7000 6900360	2 7100 6900360
Holiday Pay	2 7000 6900400	2 7100 6900400
Jury Duty Pay	2 7000 6900440	2 7100 6900440
Other Benefits	2 7000 6900480	2 7100 6900480
Paid Leave - Long Term Pay	2 7000 6900520	2 7100 6900520
Retirement/401K/Pension	2 7000 6900560	2 7100 6900560
Severance Pay	2 7000 6900600	2 7100 6900600
Transportation Benefit	2 7000 6900640	2 7100 6900640
Union Insurance	2 7000 6900680	2 7100 6900680
Union Other	2 7000 6900720	2 7100 6900720
Union Pension	2 7000 6900760	2 7100 6900760
Vacation Pay	2 7000 6900800	2 7100 6900800
Workers Comp. Insurance	2 7000 6900840	2 7100 6900840
Alloc Expense In/Out - Cafeteria	2 7000 6998001	2 7100 6998001
Alloc Expense In/Out - T&B	2 7000 6996001	2 7100 6996001
Total Benefits		
Total Compensation		
Total Labor Costs		

Expense (starts with "7")

Operating Expenses		
Background Screening	2 7000 7030000	2 7100 7030000
Bank Fees	2 7000 7034000	
Bank Fees - Armored Car	2 7000 7038000	
Budget Process and Meeting	2 7000 7046000	
Business Meals	2 7000 7054000	2 7100 7054000
Complimentary Gifts	2 7000 7110000	
Consulting Fees	2 7000 7126000	2 7100 7126000
Contract Services Purchasing Fee	2 7000 7134000	2 7100 7134000

Contract/External Services	2 7000 7138000	2 7100 7138000
Corporate Reimbursables	2 7000 7142000	2 7100 7142000
Credit and Collections	2 7000 7146000	
Credit and Collections - Doubtful Accounts	2 7000 7150000	
Credit Card Chargeback	2 7000 7154000	
Credit Card Commissions and Fees	2 7000 7158000	
Decorations	2 7000 7162000	2 7100 7162000
Donations	2 7000 7174000	
Dues and Subscriptions	2 7000 7178000	2 7100 7178000
Employee Accidents	2 7000 7188000	
Employee Relations - Events and Recognition	2 7000 7190000	
Employee Relations - Survey	2 7000 7194000	
Entertainment	2 7000 7198000	
Equipment Rental	2 7000 7246000	2 7100 7246000
Guess Losses & Accidents	2 7000 7386000	
Guest Service Recovery	2 7000 7394000	
Internal Audit	2 7000 7430000	
Laundry - External	2 7000 7546000	
Legal Services	2 7000 7558000	
Legal Settlement	2 7000 7562000	
Licenses and Permits	2 7000 7566000	2 7100 7566000
Management Meetings	2 7000 7654000	
Miscellaneous	2 7000 7670000	2 7100 7670000
Music/Ambiance	2 7000 7674000	
Over/Short	2 7000 7694000	
Over/Short - Tax	2 7000 7698000	
Payroll Processing	2 7000 7714000	
Postage	2 7000 7734000	2 7100 7734000
Printing	2 7000 7742000	2 7100 7742000
Professional Fees	2 7000 7746000	2 7100 7746000
Professional Fees - Corporate	2 7000 7750000	2 7100 7750000
Recruiting	2 7000 7766000	
Relocation	2 7000 7770000	
Repairs and Maintenance	2 7000 7774000	
Security Services	2 7000 7794000	
Storage Rental	2 7000 7810000	2 7100 7810000
Supplies - Cleaning	2 7000 7822000	2 7100 7822000
Supplies - Office	2 7000 7846000	2 7100 7846000
Supplies - Operating	2 7000 7850000	2 7100 7850000
Telephone/Internet/Communication	2 7000 7858000	2 7100 7858000
Trade Shows and Conventions	2 7000 7878000	2 7100 7878000
Training	2 7000 7882000	2 7100 7882000
Transportation - Staff	2 7000 7894000	
Travel	2 7000 7898000	2 7100 7898000
Travel - Air and Ground	2 7000 7902000	2 7100 7902000
Travel - Hotel	2 7000 7906000	2 7100 7906000

Travel - Meals	2 7000 7910000	2 7100 7910000
Travel - Other	2 7000 7914000	2 7100 7914000
Uniforms	2 7000 7918000	2 7100 7918000
Uniforms Laundry	2 7000 7922000	2 7100 7922000
Hardware - Other		2 7100 7418000
Hardware - Staff		2 7100 7422000
IS - Accounting Department		2 7100 7438000
IS - Cloud Hosting		2 7100 7442000
IS - Corporate Systems		2 7100 7446000
IS - Events Department		2 7100 7450000
IS - F&B Banquet/Catering Department		2 7100 7454000
IS - F&B Department		2 7100 7458000
IS - Facilities Department		2 7100 7462000
IS - Golf Department		2 7100 7466000
IS - Hotel Brand		2 7100 7470000
IS - Housekeeping/Laundry Department		2 7100 7474000
IS - Human Resources Department		2 7100 7478000
IS - Network		2 7100 7482000
IS - Other Systems		2 7100 7486000
IS - Parking Department		2 7100 7490000
IS - Recreation Department		2 7100 7494000
IS - Reservations Systems		2 7100 7496000
IS - Retail Department		2 7100 7498000
IS - Rooms Department		2 7100 7502000
IS - Rooms PMS and Keys		2 7100 7506000
IS - Sales Department		2 7100 7510000
IS - Security Department		2 7100 7514000
IS - Spa Department		2 7100 7518000
IS - System Security		2 7100 7522000
IS - Telecommunications		2 7100 7526000
IS - Television/Stream/Cable		2 7100 7528000
IS - Time and Attendance		2 7100 7530000
Supplies - Digital		2 7100 7826000
Tools		2 7100 7870000
Alloc Expense In/Out - Laundry	2 7000 7995001	2 7100 7995001
Alloc Expense In/Out - OpEx	2 7000 7990001	2 7100 7990001
Total Operating Expenses		