
Class 1: What is “Good” Accounting?

8:00 - 8:10 Wait for class to arrive and settle in.

8:10 - 8:30 Exercise: What Makes a Good Chart of Accounts?

Introduce and explain the exercise. Make sure to emphasize that there are multiple answers and the goal is get the participants to think about these questions, and the reasoning behind their answers.

8:30 - 9:00 Discuss the answers to questions 1 & 2.

9:00 - 9:10 Break

9:10 - 9:50 Discuss answers to question 3. Q&A and open forum for participants.

Accounts Payable		Education/Training
Accounts Payable Retention		Employee Advance
Accounts Receivable		Equipment
Accounts Receivable Retainage		Federal Income Tax Payable
Accumulated Depreciation		FICA Payable
Advertising		Fifth Third CD
American Express		Finance Charge
Automobile Expense- Repairs		Freight & Delivery
Automobile Expense-Licenses		Fuel Expense
Bad Debt		FUTA Payable
Bank Service Charges		Gain of Sale of Fixed Assets
Blue prints		Garbage Service
Box Labor		Garnishment Payable
Box Material		Garnishment Processing Fees
Box Subcontract		Gas and Electric
Building		Health Insurance Payable
Building Improvements		Home Depot Credit Card
Business Auto Insurance		Interest Expense
Cabela's Visa		Interest Income
Capital One - GM Card		Inventory Asset
Cash Discounts		Investment in Partnership
Cleaning		Investment IRA
Clearing Acct		Land
CNB Checking		Land Improvements
CNB Loan Ford F150		Landscaping & Snow Removal
CNB Savings		Licenses and Permits
Commercial Insurance		Life Insurance-Officer
Common Stock		Loan Interest
Computer Hardware		Meals & Entertainment
Computer Software		Medical
Credit card processing fees		Metal Shop Supplies
Depreciation Expense		MI Use Tax Expense
Depreciation-Tools & Job Eqmt		Note Receivable Owner 1
Direct Blue Prints		Note Receivable Owner 2
Direct Equipment Rental		Note Receivable Owner 3
Direct FICA		Note Payable American Cred.
Direct FUTA		Note Payable Citizens One
Direct Labor Benefits		Note Payable Citizens One
Direct Sales / Use Tax Expense		Note Payable Citizens One
Direct SUTA		Note Payable CNB
Direct Travel Expenses		Note Payable GM Financial
Direct WC / GL		Note Payable Owner

Disposable Tools Expense		Note Payable Wells Fargo
Dividends Paid		Office - Expense
Donation		Office FICA
Dues and Subscriptions		Office Furniture and Equipment
Earned Discount		Office FUTA
Office Labor		Shareholder Distribution 1
Office Labor Benefits		Shareholder Distribution 2
Office Supplies		Shop FICA
Office SUTA		Shop FUTA
Office WC / GL		Shop Labor
Officers Salary		Shop Labor Benefits
Other Expenses		Shop SUTA
Other Income		Shop WC / GL
Over Under Adjustment		State Income Tax Payable
Pager Service		Storage
Penalty		SUTA Payable
Personal		Taxes - Ohio CAT
Petty Cash		Taxes-CIT
Postage and Delivery		Taxes-Federal
Prepaid Taxes		Taxes-Property
Printing and Reproduction		Telephone
Professional Fees-Accounting		Travel
Professional Fees-Legal		Treasury Stock
Professional Fees-Other		Trim Labor
Purchase Discount		Trim Material
Rebates		Trim Subcontract
Reconciliation Discrepancies		Umbrella Policy Insurance
Rent		Undeposited Funds
Repairs& Maintenance		Uniform Rental
Retained Earnings		Vehicles
Rough In Labor		Warranty
Rough In Material		WC / GL Payable
Rough In Subcontract		Wire Pulling Labor
Sales		Wire Pulling Material
Sales / Use Tax Payable		Wire Pulling Subcontract
Scrap metal		

Class 2: What is Job Costing

8:00 - 8:05 Settling in.

8:05 - 8:15 Recall Exercise: What is "Good" Accounting?

Have participants come up with 3 factors that make a good chart of accounts.

8:15 - 8:30 Exercise: What is Job Costing?

Split the participants up into groups. Hand them the pink index card that reads: What is job costing and why is it important? Who is asking this question: A 7-year-old child.

Groups should share their responses with the group and the group should discuss them.

8:30 - 9:00 Exercise: Using Something Familiar to Explain Job Costing

Explain the exercise to the participants. Split them into groups. Have them do the first page of questions.

9:00 - 9:10 Break

9:10 - 9:25 Discuss answers to part 1.

9:25 - 10:00 Continue discussion or move onto part two of the scenario if the group can handle it.