

Account Title

Account	Title	Description of Usage
1503	Utilities Telephone	Cell phone/internet charges
1507	Utilities Cable Vision	
1508	Fax	
1513	Communications Cabling	
1551	Utilities Electricity	
1601	Vehicle Operation	
1602	Insurance	
1603	Licenses/Certificates	
1610	Photocopy Charges	
1620	Postage & Freight	
1640	Advertising	All advertising charges
1641	Gift Cards/Gift Certificates	
1650	Printing	
1651	Catalogue	
1660	Professional Fees	Legal fees
1670	Bank Charges	Interest, service charges
1679	Incentives for Participation	Non T4A gift/prizes (ie draw winners, survey participation, etc)
1680	Membership Fees	All membership fees for employees
1681	Societal Fees	Fee to register change in board members
1682	Miscellaneous Fees	Fees to enter tournaments (usually only Athletics), conference and registration fees, criminal record checks, abstract fees, etc. and

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