CLASSIFICATION OF HEADS
(EXPENSES & FIXED ASSETS)

S.NO.	PARICULAR	HEADS NAME
1	Expenses relating to inhouse pantry (Eg- Canteen facility etc)	Employees Fooding & Beverages
2	Expenses relating to purchase from outside for Employees. (Eg- Dinner in case of overtime etc.)	Staff Welfare Expense.
3	Expenses on Advertisement	Advertisement Expense.
4	Expenses on any other promotional activities of Product or Business. (including 'Test Drive' & 'Event' Expenses)	Sales Promotion Expense.
5	Expenses on courier (Related to courier)	Postage & Courier Expense.
6	Expenses on Stationery & Printing of routine items	Stationery & Printing Expense.
7	Expenses relating to guests, customers, meeting of directors etc.	Entertainment Expense.
8	Expenses on the service vehicles for which the service invoice is generated . (Including consumable items)	Workshop expense.
9	Expenses relating to travelling outside the city (However will not include the Exp. Which are other than staying & travelling.)	Travelling Expense.
10	Expenses relating to transportion payment of employees within city.	Conveyance Expense.
11	Expenses relating to training of staff	Staff Training Expense.
12	Purchase of parts/ accessories of which invoice of sales is generated	Purchase spare Parts
13	Expenses relating to maintenance of Fixed Assests -Computer -Vehicle -others	 Computer Repair & maintenance Vehicle Running & maintenance Repair & maintenance
14	Expenses relating to Security services	Security Service Charges

15	Expenses relating to Professional services	Legal & professional Expenses
16	Expenses relating to legally incurred payments	Legal Expenses
17	Expenses relating to Processing charges of banks/ Financial Institutions	Legal Expenses
18	Expenses relating to repairing of Vehicle in stock	New Vehicle A/c (Sales Promotion)
19	Software Purchase	Intangible Assets (license)
20	Generator Purchase	Plant & Machinery
21	Electric Fittings	Electric Installation
22	Furniture Purchased	Furniture & Fixtures
23	Building Constructed/ Any immovable item constructed	Building (CWIP)
24	Computer & Computer Peripherals (except more than one time change in computer parts)	Computer A/c
25	Expenses relating to directors/ their relatives (There must not be any personal expenses of directors or their relatives paid by the company. Although if any occurs, then the treatment will be - debit the respective current a/c)	Debited to their Current a/c
26	Expenses relating to miscellaneous other expenses	Office Expenses

- Prepared by :
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