

A= CATEGORY	EXPENSES REPORTED IN THIS CATEGORY
1= Contracts	<ol style="list-style-type: none"> 1. Contract for performers (singers, speakers) for paid events* 3. Contract for other services (accountants, hired work) * 2. Contract for food services – catering, event meals at restaurants * Subject to 1099 reporting to IRS
2= Food, Beverage and Consumable Purchases (not supplied by Central Supply)	<ol style="list-style-type: none"> 1. Raw or canned foods for preparation (soups, chile, olives etc) 2. Prepared foods (donuts, deli trays, buns, cheese, ice cream, etc) 3. Special beverages (wine, beer, sparkling wine) 4. Beverages (soda, coffee, tea, juice, water) 5. Consumables (paper plates, flatware, bags, napkins, cups) 6. Condiments (salt, pepper, ketchup, creamer, sugar, mustard, mayo) <p>Note: If items are used for resale (café, luncheons etc.) report as not taxable and take a tax credit for taxes paid.</p>
3= Office	<ol style="list-style-type: none"> 1. General consumable supplies (paper, pencils, paperclips, batteries, postage, CDs, ticket rolls, etc.) 2. Durable/re-useable supplies (staplers, binders, file holders etc.) 3. Copier Ink cartridges 4. Copies, printing (not done in house) 5. Info Tech (computer programs, storage devices)
4= Central supply and Services & Committee Transfers (Internal Invoicing Only)	<ol style="list-style-type: none"> 1. Beverages (soda, coffee, tea, juice, water) 2. Consumable food service related supplies (paper plates, napkins, flatware, bags) 3. Condiments (salt, pepper, ketchup, creamer, sugar, sweeteners) 4. Copies obtained from the printing committee 5. Consumable office and other supplies purchased for in-house distribution to committees (ink, paper, batteries etc.) 6. Committee to Committee charges (Café/SND coupons etc.)
5= Equipment	<ol style="list-style-type: none"> 1. Durable/long term use (desks, file cabinets, appliances, food warmers, books for library) 2. Short term use (towels, bowls, pots, pans, storage containers, serving pieces, game equipment, cards, sports balls and wear-out items etc.) 3. IT equipment (computers, printers, monitors) 4. Specialty items (TVs, speakers, amplifiers) 5. Repair costs and services 6. Sports/Fitness Equipment
6= Other	<ol style="list-style-type: none"> 1. Startup funds issued 2. Raffle prizes (purchased to give away – T-shirts, hats) and tournament prize money or awards 3. Share the wealth prizes (issued after deposit) 4. License fees and use charges & insurance 5. Miscellaneous (decorations; badges; flowers; committee shirts, shirts, hats, vests; advertising; propane; resale items) 6. Fuel Charge Sysco
7= Travel	<ol style="list-style-type: none"> 1. Mileage, meals, motel charges
8= Taxes	<ol style="list-style-type: none"> 1. Florida Sales Tax

