MEADOW LEDGER CO.

BOOKKEEPING SERVICES

EXPENSE CATEGORIES CHEAT SHEET

KNOW WHERE IT GOES

A quick reference for how your everyday business expenses are typically categorized.

✦ Advertising & Marketing — Website, social ads, business cards, promotional materials.

✦ Bank & Merchant Fees — Monthly account fees, Stripe/Square/PayPal processing fees.

✦ Contract Labor — Payments to freelancers or subcontractors (1099 territory).

✦ Dues & Subscriptions — Professional memberships and trade association dues.

✦ Insurance — Business liability, professional, or property premiums.

✦ Legal & Professional Fees — Attorney, bookkeeping, consulting, and accounting fees.

✦ Meals — Business meals with clients or staff — typically 50% deductible.

✦ Office Supplies — Paper, pens, printer ink, and other consumables.

✦ Payroll & Wages — Employee salaries, wages, and related payroll taxes.

✦ Postage & Shipping — Mailing costs, shipping labels, courier fees.

✦ Rent — Office, studio, or equipment rental payments.

✦ Repairs & Maintenance — Upkeep of equipment, office space, or business vehicles.

✦ Software & Subscriptions — Cloud tools, apps, and recurring service subscriptions.

✦ Taxes & Licenses — Business licenses, permits, and local taxes (not income tax).

✦ Travel — Flights, hotels, and transportation for business trips.

✦ Utilities — Phone, internet, and electricity for a dedicated business space.

✦ Vehicle & Mileage — Business mileage or vehicle costs — mixed use needs a log.

✦ Education & Training — Courses, certifications, or books that build business skills.

A NOTE ON GRAY AREAS

Some expenses can fall into more than one category, and a few — like meals and vehicle use — have special rules. When in doubt, keep the receipt and a short note about the business purpose, and send it our way. It's always easier to categorize something than to reconstruct it later.

Not sure where something belongs? Just ask — that's what we're here for.