NO. 900P - BEAUTICIANS' BOOKKEEPING

Handy 8½"x11" size makes it easy to use anywhere, stores easily

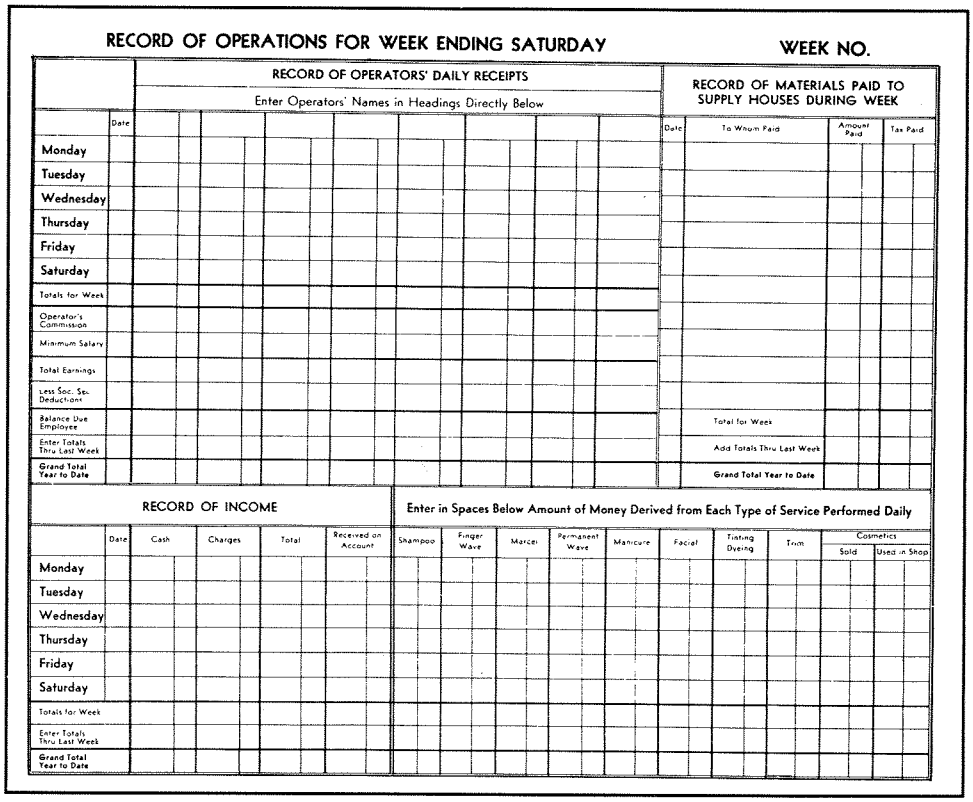
MAIN SECTION: (facing pages) Weekly Record of Operations and Disbursement of Expenses (not shown)

Holds your entire financial record for a whole year. Also, special sheets for inventory, social security and income tax deduction information. Especially created for the beauty business, each double page spread in this unique book gives you a week's business activity at a glance.

Generous spaces for filling in your daily receipts, record of materials bought, amount of income from each type of service, disbursements (salaries, rent, laundry, insurance, etc.) and profit and loss account.

After entering operators' names in blank headings, you simply enter each person's receipts by day, total for the week, commission, minimum salary, and payroll deductions. Add or subtract, and you have the balance due each employee plus a complete payroll record.

All this information for an entire week is entered on two compact pages in the Blackbourn Record!



RECORD OF OPERATIONS FOR WEEK ENDING SATURDAY — WEEK NO.

RECORD OF OPERATORS' DAILY RECEIPTS
Enter Operators' Names in Headings Directly Below

Date | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Totals for Week | Operator's Commission | Minimum Salary | Total Earnings | Less Soc. Sec. Deductions | Balance Due Employee | Enter Totals Thru Last Week | Grand Total Year to Date

RECORD OF MATERIALS PAID TO SUPPLY HOUSES DURING WEEK

Date | To Whom Paid | Amount Paid | Tax Paid
Total for Week
Add Totals Thru Last Week
Grand Total Year to Date

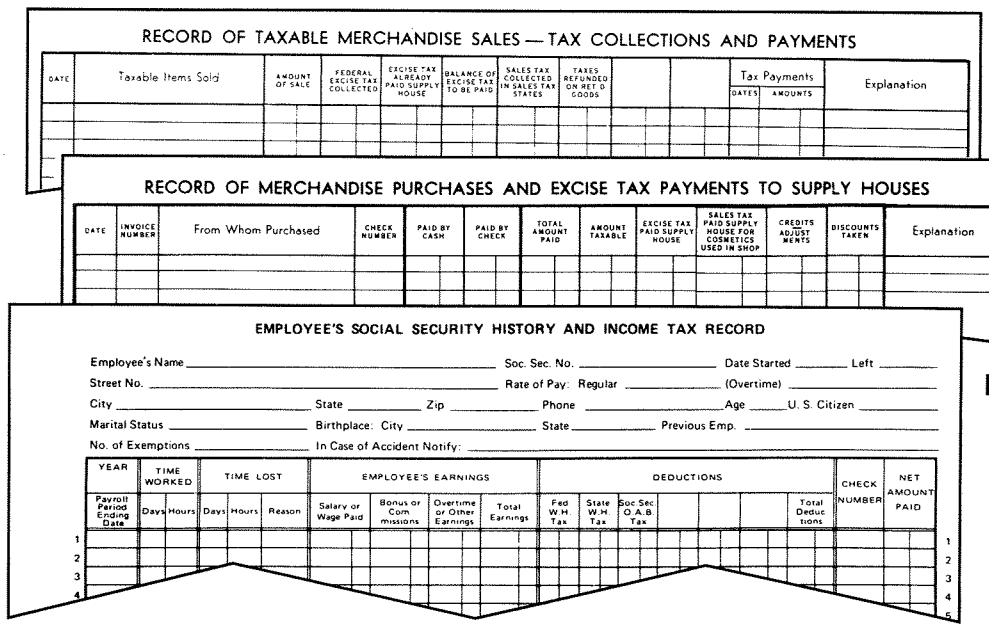
RECORD OF INCOME

Date | Cash | Charges | Total | Received on Account

Enter in Spaces Below Amount of Money Derived from Each Type of Service Performed Daily

Shampoo | Finger Wave | Marcel | Permanent Wave | Manicure | Facial | Tinting Dyeing | Trim | Cosmetics: Sold | Used in Shop

Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Totals for Week | Enter Totals Thru Last Week | Grand Total Year to Date



RECORD OF TAXABLE MERCHANDISE SALES — TAX COLLECTIONS AND PAYMENTS

DATE | Taxable Items Sold | AMOUNT OF SALE | FEDERAL EXCISE TAX COLLECTED | EXCISE TAX ALREADY PAID SUPPLY HOUSE | BALANCE OF EXCISE TAX TO BE PAID | SALES TAX COLLECTED IN SALES TAX STATES | TAXES REFUNDED ON RET'D GOODS | Tax Payments: DATES | AMOUNTS | Explanation

RECORD OF MERCHANDISE PURCHASES AND EXCISE TAX PAYMENTS TO SUPPLY HOUSES

DATE | INVOICE NUMBER | From Whom Purchased | CHECK NUMBER | PAID BY CASH | PAID BY CHECK | TOTAL AMOUNT PAID | AMOUNT TAXABLE | EXCISE TAX PAID SUPPLY HOUSE | SALES TAX PAID SUPPLY HOUSE FOR COSMETICS USED IN SHOP | CREDITS ADJUSTMENTS | DISCOUNTS TAKEN | Explanation

EMPLOYEE'S SOCIAL SECURITY HISTORY AND INCOME TAX RECORD

Employee's Name _____ Soc. Sec. No. _____ Date Started _____ Left _____
Street No. _____ Rate of Pay: Regular _____ (Overtime) _____
City _____ State _____ Zip _____ Phone _____ Age _____ U. S. Citizen _____
Marital Status _____ Birthplace: City _____ State _____ Previous Emp. _____
No. of Exemptions _____ In Case of Accident Notify: _____

YEAR | TIME WORKED: Payroll Period Ending Date, Days, Hours | TIME LOST: Days, Hours, Reason | EMPLOYEE'S EARNINGS: Salary or Wage Paid, Bonus or Commissions, Overtime or Other Earnings, Total Earnings | DEDUCTIONS: Fed W H Tax, State W H Tax, Soc Sec O A B Tax, Total Deductions | CHECK NUMBER | NET AMOUNT PAID

1 | 2 | 3 | 4

SHOWN TO THE LEFT:
Record of Taxable Merchandise Sales – Tax Collections & Payments

Record of Merchandise Purchases and Excise Tax Payments to Supply Houses

Employee Social Security Record

NOT SHOWN:
Monthly Recap Sheet

Investment Record / Charge Off of Bad Debts / Depreciation Schedule

Income Return Record / Financial Status Worksheet / Once a Year Expenses / Insurance Record; A List of Items to be Included as Gross Income; Suggested Allowable Deductions