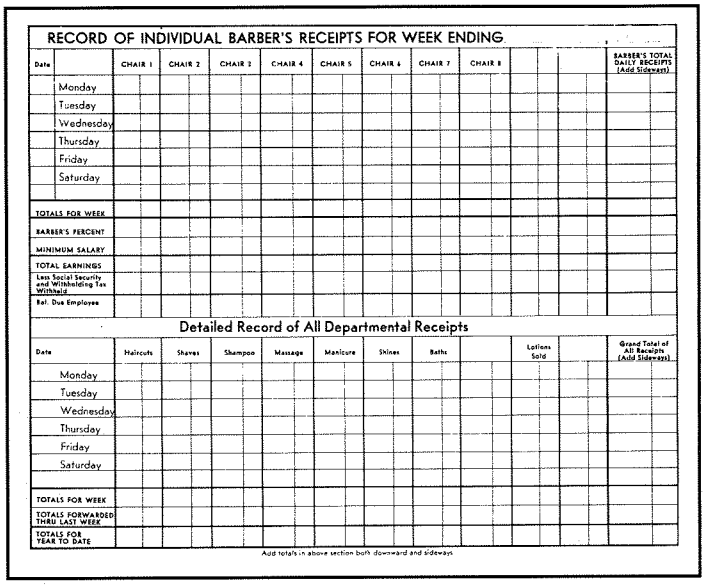
NO. 995P - BARBERS' BOOKKEEPING

Wire-O-Bound Size: 8¾" x 7"

MAIN SECTION: (facing pages) Weekly Record of Individual Barber's Receipts and Disbursement of Expenses

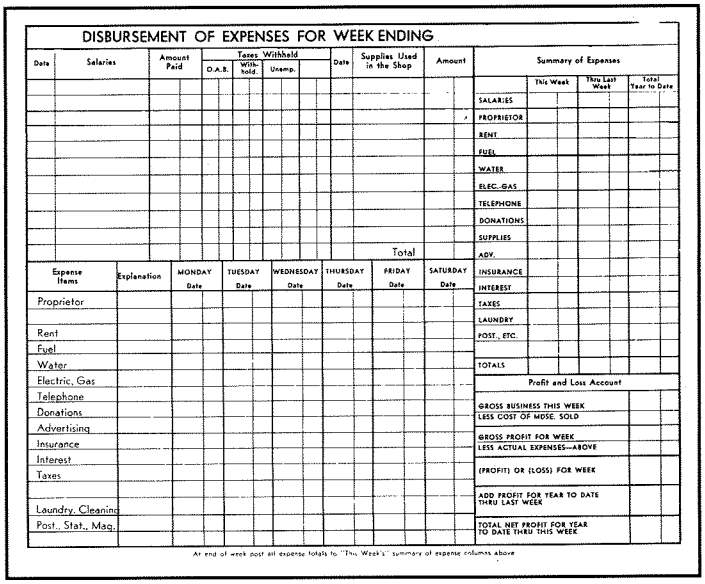

RECORD OF INDIVIDUAL BARBER'S RECEIPTS FOR WEEK ENDING

Date		CHAIR 1	CHAIR 2	CHAIR 3	CHAIR 4	CHAIR 5	CHAIR 6	CHAIR 7	CHAIR 8			BARBER'S TOTAL DAILY RECEIPTS (Add Sideways)
	Monday											
	Tuesday											
	Wednesday											
	Thursday											
	Friday											
	Saturday											
TOTALS FOR WEEK												
BARBER'S PERCENT												
MINIMUM SALARY												
TOTAL EARNINGS												
Less Social Security and Withholding Tax Withheld												
Bal. Due Employee												

Detailed Record of All Departmental Receipts

Date	Haircuts	Shaves	Shampoo	Massage	Manicure	Shines	Baths		Lotions Sold		Grand Total of All Receipts (Add Sideways)
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
TOTALS FOR WEEK											
TOTALS FORWARDED THRU LAST WEEK											
TOTALS FOR YEAR TO DATE											

Add totals in above section both downward and sideways


DISBURSEMENT OF EXPENSES FOR WEEK ENDING

Date	Salaries	Amount Paid	Taxes Withheld O.A.B.	Taxes Withheld With-hold.	Taxes Withheld Unemp.	Date	Supplies Used in the Shop	Amount
							Total	

Expense Items	Explanation	MONDAY Date	TUESDAY Date	WEDNESDAY Date	THURSDAY Date	FRIDAY Date	SATURDAY Date
Proprietor							
Rent							
Fuel							
Water							
Electric, Gas							
Telephone							
Donations							
Advertising							
Insurance							
Interest							
Taxes							
Laundry, Cleaning							
Post., Stat., Mag.							

Summary of Expenses	This Week	Thru Last Week	Total Year to Date
SALARIES			
PROPRIETOR			
RENT			
FUEL			
WATER			
ELEC.-GAS			
TELEPHONE			
DONATIONS			
SUPPLIES			
ADV.			
INSURANCE			
INTEREST			
TAXES			
LAUNDRY			
POST., ETC.			
TOTALS			

Profit and Loss Account	
GROSS BUSINESS THIS WEEK	
LESS COST OF MDSE. SOLD	
GROSS PROFIT FOR WEEK	
LESS ACTUAL EXPENSES—ABOVE	
(PROFIT) OR (LOSS) FOR WEEK	
ADD PROFIT FOR YEAR TO DATE THRU LAST WEEK	
TOTAL NET PROFIT FOR YEAR TO DATE THRU THIS WEEK	

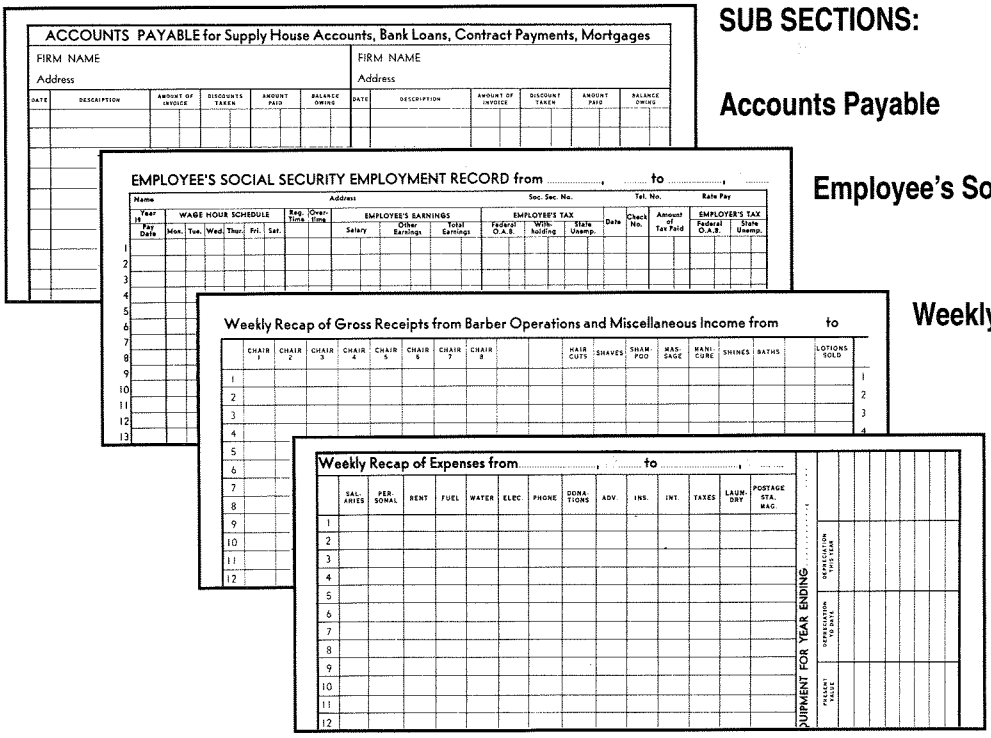
At end of week post all expense totals to "This Week's" summary of expense columns above

- **Simplifies payments in multi-chair shops**
- **Provides total, accurate tax information**

Each two facing pages constitute a week's business. You record individual barber receipts every day with spaces provided for operator's percentage, minimum salary, total earnings and tax withheld.

Detailed record of departmental income includes haircuts, shaves, shampoos, manicures, shines, etc. Expenses are entered in compact columns for salaries, taxes, shop supplies, rent, fuel, water, insurance, etc.

At the end of the week, all expenses are posted to "This Week" summary, week's receipts and expenditures to recap sheets in back of book.


ACCOUNTS PAYABLE for Supply House Accounts, Bank Loans, Contract Payments, Mortgages

FIRM NAME / Address

DATE	DESCRIPTION	AMOUNT OF INVOICE	DISCOUNTS TAKEN	AMOUNT PAID	BALANCE OWING

EMPLOYEE'S SOCIAL SECURITY EMPLOYMENT RECORD from ..... to .....

Name / Address / Soc. Sec. No. / Tel. No. / Rate Pay

Year 19 Pay Date	WAGE HOUR SCHEDULE Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Reg. Time	Over-time	EMPLOYEE'S EARNINGS Salary	Other Earnings	Total Earnings	EMPLOYEE'S TAX Federal O.A.B.	With-holding	State Unemp.	Date	Check No.	Amount of Tax Paid	EMPLOYER'S TAX Federal O.A.B.	State Unemp.
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			

Weekly Recap of Gross Receipts from Barber Operations and Miscellaneous Income from ..... to .....

	CHAIR 1	CHAIR 2	CHAIR 3	CHAIR 4	CHAIR 5	CHAIR 6	CHAIR 7	CHAIR 8		HAIR CUTS	SHAVES	SHAM-POO	MAS-SAGE	MANI-CURE	SHINES	BATHS		LOTIONS SOLD	
1																			1
2																			2
3																			3
4																			4
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			

Weekly Recap of Expenses from ..... to .....

	SAL-ARIES	PER-SONAL	RENT	FUEL	WATER	ELEC	PHONE	DONA-TIONS	ADV.	INS.	INT.	TAXES	LAUN-DRY	POSTAGE STA. MAG.				
1																		1
2																		2
3																		3
4																		4
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		

EQUIPMENT FOR YEAR ENDING ..... | DESCRIPTION | PURCHASE PRICE | DEPRECIATION TO DATE | DEPRECIATION THIS YEAR | PRESENT VALUE

SUB SECTIONS:

Accounts Payable

Employee's Social Security Record

Weekly Recap of Gross Receipts

Weekly Recap of Expenses
Depreciation Schedule
Net Worth Statement

Not Shown:
Commissions Computation Schedule