

NO. 999P - BARBERS' BOOKKEEPING

Size: 4 1/2" x 11"

MAIN SECTION: Weekly Record of Income and Disbursement of Expenses (facing pages)

RECORD OF INCOME FOR WEEK ENDING _____ **Week No.** _____

DATE	GROSS RECEIPTS	CHAIR 1	CHAIR 2	CHAIR 3	CHAIR 4	CHAIR 5	CHAIR 6	CHAIR 7	CHAIR 8	SHINES	MANICURE	DAILY TOTALS
M												
T												
W												
T												
F												
S												
S												
TOTALS FOR WEEK												
THRU LAST WEEK												
TOTALS YR. TO DATE												

FORM NO. 999, THE BLACKBOURN SYSTEMS

DISBURSEMENT OF EXPENSES FOR WEEK ENDING _____ **Week No.** _____

DATE	SALARIES		DEDUCTIONS		EXPENSE ITEMS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTALS FOR WEEK	TOTALS YEAR TO DATE
	NAMES	AMOUNT	O. A. B.	W/HOLDS UNEMP.										
					PERSONAL									
					SUPPLIES									
					ELECTRIC-GAS									
					RENT-PHONE									
					FUEL-WATER									
					LAUNDRY									
					ADVERTISING									
					TAXES-INT.									
					INSURANCE									
					NEWSPAPERS									
					MAGAZINES									
					DONATIONS									
					P. P. -EXP. FRT.									
					MISC.									
TOTALS FOR WEEK					TOTALS FOR WEEK									
ADD THRU LAST WEEK					ADD THRU LAST WEEK									
YEAR TO DATE					YEAR TO DATE									

Wire Bound

A small, compact, easy-to-store book for all financial information that must be kept by barbers. Gives daily, weekly and year-to-date totals of both receipts and expenditures. Income record provides for up to eight chairs, shines and manicures. Spaces for entering salaries, commissions and balance due employees after tax deductions.

Expense columns include salaries, supplies, rent, telephone, newspapers, laundry, etc. This handy book also contains a commission computation scale for ready reference and an equipment depreciation schedule.

INCOME RETURN RECORD
for Year Ending _____

ENTER TOTAL GROSS INCOME FOR THE YEAR _____

SALARIES	
PERSONAL ACCOUNT	
SUPPLIES	
ELECTRIC, GAS	
RENT, PHONE	
FUEL, WATER	
LAUNDRY-CLEANING	
ADVERTISING	
TAXES, INTEREST	
INSURANCE	
NEWSPAPERS, MAGAZINES	
DONATIONS	
P. P. - EXPRESS, DRAYAGE	
MISCELLANEOUS	
TOTAL OPERATING EXPENSE	
ADD DEPRECIATION ON EQUIPMENT	
ADD DEPRECIATION ON FURNISHINGS	
BAD ACCOUNTS CHARGED OFF	
LOSSES NOT COVERED BY INSURANCE	
GRAND TOTAL	
DEDUCT GRAND TOTAL FROM GROSS INCOME (LINE 1)	
NET PROFIT FOR THE YEAR	

DEPRECIATION SCHEDULE
Fixtures and Equipment Year Ending _____

LIST OF ITEMS	DATE PURCH.	COST	PRESENT VALUE	DEPRECIATION TO-DATE	DEPRECIATION THIS YEAR

SUB SECTION: Income Return Record