

Beautician & Barber Shop Worksheet

INCOME

Labor \$ _____
 Product Sales \$ _____
 \$ _____

Cost of Goods Sold

Beginning Inventory \$ _____
 Purchases (less personal) \$ _____
 Resale Product Costs \$ _____
 Ending Inventory \$ _____
 \$ _____

EXPENSES

Advertising / Business Donations \$ _____

Vehicle Expenses:

Permits/ Tolls/ Parking \$ _____
 Documented Mileage _____

Insurance

Equipment/Property \$ _____
 Liability Insurance \$ _____
 \$ _____

Interest Paid

Equipment Loans \$ _____
 Supply Loans \$ _____
 Business Credit Card \$ _____
 \$ _____

Labor / Sub-contractors \$ _____

Legal / Professional Fees

Accounting \$ _____
 Banking Fees \$ _____
 Professional Licenses \$ _____
 Magazine Subscriptions \$ _____ (if used for business)
 Organizations Dues \$ _____
 \$ _____

Office Expenses

Briefcase / Calculators \$ _____
 Office supplies \$ _____
 Postage / UPS / Fed-Ex \$ _____
 \$ _____

Rental/Lease Payments

Equipment Rent/Lease \$ _____
 Chair, Shop Rent. \$ _____
 \$ _____

Repairs / Maintenance

Equipment Repairs \$ _____
 Parts \$ _____
 \$ _____

Materials

Shampoo, Dye, ect \$ _____
 Scissors, Clippers, Combs \$ _____
 Towels, smocks ect. \$ _____
 \$ _____

Supplies

Supplies \$ _____
 Safety equipment \$ _____
 Cleaning Supplies \$ _____
 Small Tools \$ _____
 Uniforms \$ _____
 Fuel/Oil/Grease/Washes \$ _____
 Miscellaneous \$ _____
 \$ _____

Taxes — Income

Federal Estimated Taxes \$ _____
 State Estimated Taxes \$ _____
 School District Estimated Taxes \$ _____
 City Estimated Taxes \$ _____

Taxes - Other

Sales Taxes Included in Gross Sales \$ _____
 Real Estate Taxes \$ _____
 Personal Property Taxes \$ _____

Client / Business Entertainment

Actual Expense (need receipts) \$ _____

Utilities

Phone (business line) \$ _____
 Cell Phone / Pager \$ _____ (if used for business)
 FAX / Internet Line \$ _____ (if used for business)
 Shop Heat/electric \$ _____
 Rubbish \$ _____
 \$ _____

Major Purchases

Description	Date Bought	Cost

Misc. Expenses:

