

A decorative border surrounds the text, consisting of a grid of squares. The top and bottom borders are composed of grey squares, while the side borders are composed of yellow squares. The central area is white, containing the title and other text.

The Best Small Business Accounts Book

For a non-VAT registered Small Business

There are three Accounts Books in this Series, catering for different types of business. See the back cover for details.

- This **YELLOW** book is ideal for: the Self-Employed, Beauticians, Cafés, Chiropodists, Cleaning Services, Driving Instructors, Garden Services, Guest Houses, Hairdressers, Market Traders, Painters & Decorators, Shops, Taxi Drivers and most similar businesses.
- Designed for people new to Book-Keeping
- Simple format. One page per Week
- Easy-to-do Cash and Bank Balances
- Suitable for Sole Trader, Partnership or Ltd Co.
- **Highly Recommended (see rear cover)**

Designed and written by Peter Hingston

**DO YOUR OWN BOOK-KEEPING.
INSTRUCTIONS INSIDE.**

WORKED EXAMPLE
with more Guide Notes
opposite

BANK RECORD

Balance in Bank at start of Week	£	p
	1,292	59

General Note
All the data in this Worked Example is fictitious.

DAILY BANKINGS		
Monday	152	37
Tuesday	1,478	59
Wednesday		
Thursday		
Friday	612	73
Saturday	139	50
Sunday		
Total Bankings	2,383	19

DIRECT CREDITS/DEBITS			
Direct Credits	J. Smith	75	00
	A. Brown	95	00
Total Credits		170	00
Direct Debits	Bank Charges	34	75
	Bank Interest		
	Card Charges		
	Other Charges		
	Cash Withdrawn	100	00
Total Debits		134	75

Any interest your bank pays you on your business account enter as a "Direct Credit". Any interest the bank charges you (eg on an overdraft) enter as a "Direct Debit" under "Bank Interest".

The figures below may not balance.

WEEK'S BANK BALANCE		
£ at start of week	1,292	59
+ Daily Bankings	2,383	19
+ Direct Credits	170	00
– Direct Debits	134	75
– Chq. etc Payments	3,269	16
Leaves: Balance	441	87

Carry these figures forward to next week.

Monthly Bank Statement Check		
Statement Balance	2,939	57
Add any bankings	107	30
Less any payments (Not yet on Statement)	2,605	00
Leaves: Balance	441	87

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		Ref	BY CASH		BY CHEQUE, CARD OR DIRECT BANKING	
			£	p	£	p
Stock or Raw Materials	A. Jones	133	22	20		
	A. Supply Co.	074			87	23
	I.M. Quick	134	12	32		
	Brown & Son	D/B			107	24
	J. Smith & Co.	D/B			156	90
	ABCD Group	138	30	00		
<p>Ref = Reference For a cash payment you could put the payment date in the Ref column, or you could use the unique sequential number you wrote on the invoice or receipt. For a cheque payment, use the last 3 figures of the cheque number. For a business card write "Card". For Direct Banking write "D/B", "D/D" for a Direct Debit, or "S/O" for a Standing Order.</p>						
Stock or Raw Materials Sub-Totals			64	52	351	37
Employee Costs	Staff Wages B. Good (Pt-time)	075			105	00
Premises Costs	Staff PAYE/NIC					
	Business Rent					
	Business Rates					
	Cleaning					
	Electric/Gas/Heat/Water	D/D			33	79
Repairs	Property Insurance					
General Admin. Expenses	Business Insurances					
	Postage/Couriers	137	8	48		
	Stationery/Printing	136	13	50		
	Subscriptions					
	Sundries	135 & 139	7	88		
	Telephone/Fax/Mobile					
	Internet					
Motor	Fuel	Card			29	00
	Repairs/Service					
Other Costs (specify)						
Travel & Subsistence						
Advertising & Promotion						
Legal & Professional						
Other Expenses						
Drawings & NIC	Self	D/B			250	00
	Van (Second-hand)	076			2,500	00
<p>Good Practice When you complete a page, it's good practice to transfer the figures to the "At Year End" Annual Summary pages located near the end of this book. Tip: Use spreadsheets for this data to save you time.</p>						
<p>These Balances should be the same, provided the business Bank Statement date corresponds to this week.</p>						
Total Cash & Cheque etc Payments			94	38	3,269	16

Ref = Reference

For a cash payment you could put the payment date in the Ref column, or you could use the unique sequential number you wrote on the invoice or receipt. For a cheque payment, use the last 3 figures of the cheque number. For a business card write "Card". For Direct Banking write "D/B", "D/D" for a Direct Debit, or "S/D" for a Standing Order.

Allowable Expenses

Allowable Expenses
Generally, costs you pay with the sole purpose of earning business profits are allowable expenses. Hence non-business or personal costs are not usually tax deductible.

Good Practice

When you complete a page, it's good practice to transfer the figures to the "At Year End" Annual Summary pages located near the end of this book.
Tip: Use spreadsheets for this data to save you time.

These Balances should be the same, provided the business Bank Statement date corresponds to this week.

commencing

Money in hand at start of Week		£	p
<p>This "start of Week" figure is 0 if it is your first week of trading. Otherwise it is the previous week's "Money in hand at end of Week".</p>			
DAILY TAKINGS			
Monday			
Tuesday	<p>Record here all your takings (including cash, cheques, and cards). With a card payment, record it on the date when you process the card.</p>		
Thursday			
Friday			
Saturday	<p>If you make a sale but are not paid until a later date, then record that sale in the week you get paid.</p>		
Sunday			
Total Takings			

List here any cash or cheques not from sales, eg cash withdrawn from your business account, a loan, an asset sale, a grant cheque, a tax refund or personal money put into the business. Any direct transfers record as a Direct Credit in the **BANK RECORD** column. Always specify the source of the money.

The amount shown below as "Cash from Bank" should equal the "Cash Withdrawn" on the right.

Cash from Bank

Total

£ at start of week		
+ Daily Takings		
+ Other Money In		
– Daily Bankings		
– Cash Payments		
Leaves		
<p>The "Money in hand..." is all the cash and cheques counted at the end of the week (ie not yet banked). Exclude card vouchers from sales paid by card terminal.</p>		
Money in hand at end of Week		
Total as counted		
<p>The "Discrepancy" is the difference between the Balance (above) and the "Total as counted".</p>		
Discrepancy ±		

BANK RECORDS

Balance in Bank	£	p
at start of Week		
<p>This "start of Week" figure is 0 if it's your first week of trading. Otherwise it's the previous week's Bank Balance figure. Note: It's usually not the same as the balance on your Bank Statement (see below).</p>		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Bankings		

Direct Credits	Record here if a customer pays directly into your account, or there is a transfer of funds.
Total Credits	
Direct Debits	Bank Charges
	Bank Interest
	Card Charges
	Other Charges
	"Other Charges" is for lease and HP payments (but add a note as to what the payment is for).
Cash Withdrawn	
Total Debits	

£ at start of week	
+ Daily Bankings	
+ Direct Credits	
- Direct Debits	
<p>Do the Monthly Bank Statement Check after each 4 (or 5) week period, with dates that match your accounts. The Bank Statement's balance will often differ from your weekly Balance here due to bankings or payments you've made that have not yet appeared on the Bank Statement.</p>	
Monthly Bank Statement Check	
Statement Balance	In the example
Add any banking	opposite, cheques 075
Less any payments	076, and the cash and cheques
(Not yet on Statement)	part of the Saturday take
Leaves: Balance	have not yet appeared on Bank Statement.

	Ref	BY CASH		BY CHEQUE, CARD OR DIRECT BANKING	
		£	p	£	p
Stock or Raw Materials		VAT If an invoice you receive includes VAT, then in this accounts book enter the full invoice value, including the VAT (as you are not VAT-registered).			
		PAYMENTS BY CASH These are paid from Daily Takings or cash drawn from your business account. If you use your own personal cash, remember to also record it under "Other Money Coming In" as you have put new money into your business.			
		PERSONAL CARDS If you use a personal credit/debit card for some business purchases, then reimburse yourself from your business account every month or so. Split the reimbursement into the correct expenses categories here.			
Stock or Materials		DIRECT BANKING For anyone you pay online, by phone banking, or by direct debit, record those payments in the right hand column here as that permits an "analysis" of the expenses (ie what it's for).			
		BUSINESS CARDS If you use a card that is deducted from your business bank account, then enter each transaction in the right hand column here. But <u>don't</u> record here cash withdrawn by card, do that under Direct Debits.			
		Employee Costs "Employee Costs" is where you record staff wages, Directors' salaries, and bonuses etc. Ideally use a separate line for each person. (NIC is National Insurance Contributions).			
Employee Costs	Staff Wages				
		No Business Bank Account? On your personal account's Bank Statement mark all the business transactions. Also, for simplicity, you might consider using one card solely for your business expenses.			
		General Note Where there is more than one transaction in a category in the week, eg you have two payments for Sundries, then simply write the total in the correct column.			
Premises Costs	Business Rent				
	Business Rates				
	Cleaning				
Repairs	Electric/Gas/Heat /Water				
	Property Insurance	Repairs "Repairs" covers repairs, renewals and general maintenance of business premises and machinery (but excludes motor vehicles).			
Expenses	Business Insurance				
	Postage/Couriers				
	Stationery/Printing				
General Admin.	Subscriptions				
	Sundries				
	Telephone/Fax/Mobile				
Motor	Internet				
	Fuel				
	Repairs/Service				
Travel & Subsistence	Other Costs (specify)	Expense Categories Don't put similar expenses in different categories in different weeks, as that will give you problems when you work out your annual totals. Be consistent!			
Advertising & Promotion					
Legal & Professional		"Legal & Professional" is for fees such as solicitor's or accountant's.			
		"Other Expenses" . Avoid unnecessary use of this category and do explain any payment you might record here.			
		"Drawings & NIC" is for your own wages (and National Insurance) as a sole trader or a partner. Include any money you take for personal use.			
Other Expenses		"Capital Expenditure" is the purchase of vehicles, machinery, tools, office equipment, commercial buildings etc.			
		This total is entered in the "Week's Money Balance"			
		This total is entered in the "Week's Bank Balance"			
Drawings & NIC					
CAPITAL EXPENDITURE					
Total Cash & Cheque etc Payments					