



## Module 25: Forms and Record Keeping

- What kind of forms salon owners need
- About bookkeeping for salon owners and mobile technicians
- Whether you should use an accountant for your bookkeeping
- How you should track transactions

**By the end of this module, you will know:**

- What kind of forms salon owners need
- About bookkeeping for salon owners and mobile technicians
- Whether you should use an accountant for your bookkeeping
- How you should track transactions

### 25.1: Introduction



**If you are going to stay on top of your organisational efforts as a salon owner, you are going to need a series of forms, as well as good record keeping skills.**

Record keeping can apply to any number of areas. For the sake of tracking your profitability, you are going to need to keep a record of all of your customers, stocks, and sales. This all ties in with CRM, as mentioned in a previous module.

## 25.2: What Kinds of Forms do Salon Owners Need?



**First and foremost, you will need forms for registering new customers.**

Each client that comes to you needs to be registered, as you need to identify any health conditions that could potentially bar them from the treatments they are requesting. For example, it may not be a good idea for pregnant women to spend time around noxious substances, which is what the chemicals associated with the nail tech industry are.

In addition, there are going to be those clients who suffer from dermatological conditions. You'll also need to identify whether anybody suffers from a latex allergy or any similar conditions that could stop them from safely undergoing treatment. This can include allergies to certain products, such as latex.

Health issues aside, forms give you the chance to get to know your customers. You can use them to determine what types of treatment a particular customer wants, you can give them the option to opt in for marketing material, and forms also act as a good way for you to get customers to sign up for your CRM programmes.

There are many examples of [templates for nail technician consultation forms](#) available online or you can design your own, if you have the relevant skills.

**Salon-specific forms aside, you will need the following on at least a one-off basis:**

- Forms for registering new employees with HMRC
- Business insurance forms, as well as claim forms, just in case you need them at a later date.
- Forms for new employees, such as disclaimers that let them acknowledge that they know of the risks of working in a salon and who they should report to if they want to undergo a risk assessment

Remember, when you have these forms, establish a system of keeping them well-organised. Make

sure other members of staff know how the organisation process works too.

## **25.3: Bookkeeping for Salon Owners**

**Bookkeeping, whether you choose to draw in the assistance of a professional or not, is an activity that you will have a hand in as a salon owner.**

**Alongside your accountant, if you have one, you need to determine whether you will do the following:**

- Would you like to track transactions on an accrual basis? This means you track transactions as they happen, regardless of whether cash has flowed in or out of the business. Essentially, this is an accurate way to keep an eye on your cash flow situation. If money is owed to you or if you owe money to someone else, it is a true reflection of the financial state of your business.
- Alternatively, you can choose to track cash as it flows in and out of the business. For example, rather than tracking the orders you place on supplies immediately, you track them when you pay the supplier. Many accountants prefer this method, although it does not always offer an accurate view of your business's financial activities, as you are still going to owe that supplier money.

### **Would you like to track transactions manually or with a computer?**

Even though we live in a digital age, there is no reason why you cannot track transactions manually. Providing you keep receipts or alternative forms of evidence, you are still keeping a good record of the money that flows in and out of your business.

Tracking transactions manually is something that many smaller salons like to do. It saves you spending money on accountancy software, and it also does not require you to get to grips with said accountancy software.

However, if you envisage your venture growing and you want to make your records smoother, there is no reason why you should not invest in accountancy software. This is especially important if you plan on stocking products, as you can then add an inventory module and track items as they move in and out of your business.

### **Would you prefer to use single-entry or double-entry accounting systems?**

In all honesty, this is probably a decision you'll leave to a professional like an accountant, but it is worth familiarising yourself with the basics of both approaches.

In short, when you use single entry you enter the transaction just once, which is usually the approach you take when you are using a cash bookkeeping method. Using this method, if a client

pays £12 for a manicure, you simply debit £12 from the account.

The double-entry bookkeeping method also credits the account with the same revenue. While it may take more time, it is easier to spot mistakes when you go for double entry.

## 25.4: Is it Worth Using an Accountant for Bookkeeping?

**Whether or not you should use an accountant for bookkeeping depends on several factors:**

- How big is your business? If it is a fairly small venture, and you know you will have the time to dedicate to managing the books yourself, there is no reason why you cannot cut back on the cost of an accountant and do just that. However, do always consider whether you have the right skills to do this. Bookkeeping is basic, but if you are likely to mess it up, you are probably better off trying a professional service.
- Would you rather spend your time focusing on other elements of your business? The time you spend bookkeeping may be better invested elsewhere if you choose to focus on something like marketing or PR, for example.
- Would you like your business to grow? If you do want your business to grow, you might be better off having a professional on your side from the word go. That way, when the time to justify having an accountant comes, you are already well-equipped.

In this final module, you learned about forms and record keeping. Initially, you focused on customer forms and why they are essential for both health and safety and marketing. You also took a look at employee forms and their role in conveying risks. Finally, you learned a little about bookkeeping and record keeping and whether you should draw in the help of professionals for these tasks.

[Tweet "I just completed Module 25 of the Nail Technician Diploma Award Course"]

---