ZAZEN TAX

Salon Year-End

About an hour, mostly counting, all of it cheaper done now than reconstructed in the accountant's February. The salon year end is four counts and three decisions.

Salon .... **Year end** .... **Prepared by** ....

Everything here exists because a salon's balance sheet hides in drawers: the colour cupboard, the voucher box, the deposits ledger and the kit that was bought this year.

1. The counts — about 15 minutes

- [ ] **Stock count at cost: colour, retail, consumables**
  Wet and dry, at cost, on the last day. The Stock and Colour Usage Tracker holds the running version.
- [ ] **The voucher drawer: outstanding face value**
  Sold but unredeemed vouchers are a liability, not revenue. The Gift Voucher Liability Calculator splits owed from breakage.
- [ ] **Deposits held for future appointments**
  Client money for treatments not yet given: a liability at the year end, VAT already accounted.
- [ ] **The rent ledger squared**
  Chair rent invoiced, paid and owed, per renter, from the Chair Rental Register.

2. The people file — about 10 minutes

- [ ] **Wage records six years deep, floors checked**
  Every commission week should show its hourly average against the floor; the Stylist Commission Tracker is the evidence.
- [ ] **Holiday accrued but untaken**
  It is a cost of this year even when taken next.
- [ ] **Renters' insurance certificates current**
  A copy per renter in the register, dated.

3. The reliefs — about 15 minutes

- [ ] **Kit bought this year through the annual investment allowance**
  Chairs, backwashes, dryers, the lot, normally in full in year one. The invoices prove it.
- [ ] **Trivial benefits and the staff party within their limits**
  £50 trivial benefits and the £150 a head annual function exemption, including VAT per head, cliff edges and all.
- [ ] **Training costs claimed where they update existing skills**
  Keeping skills current is deductible; brand-new trades can differ. Keep the certificates with the invoices.

> THE VAT CHECK THAT SAVES FEBRUARYS
> Run the rolling twelve months at year end even if you are comfortably registered or comfortably under: the trend line is the planning tool, and the disaggregation question is best answered before anyone asks it.

4. The decisions — about 10 minutes

- [ ] **Price list review against the per-hour ranking**

The Treatment Price and Margin Calculator reranks the menu on this year's costs; January is the natural repricing moment.

- [ ] **The chair mix for next year**
  Employed, rented or mixed, priced on this year's actuals rather than habit.

- [ ] **Tighten the deposit policy where no-shows clustered**
  The No-Show and Deposit Calculator prices the year's empty chairs; the clusters say where deposits start.

5. The handover about 10 minutes

- [ ] **One folder to the accountant**
  The counts, the ledgers, the wage records, the kit invoices and the VAT position: February becomes assembly, not archaeology.

- [ ] **Book the planning conversation before the year closes**
  Kit timing, pension contributions and the chair mix are decisions that die at midnight on the year end; the meeting belongs in the final quarter.

Zazen Tax

Accountants for salons and clinics. zazentax.com/contact