Nail Salon Bookkeeping Checklist

Ten checks for your salon

Gondaliya CPA Professional Corporation | Licensed Ontario CPA Firm

Work through these across the year, not in April.
Does what you recorded match what actually moved?

- [ ] 1 **Revenue split by service**
  Manicure, pedicure, gel and acrylic tracked apart.
- [ ] 2 **Card sales at gross**
  Processing fee booked as an expense, not netted.
- [ ] 3 **Cash logged daily**
  Takings, float and deposit signed off at close.
- [ ] 4 **Stock separated**
  Retail inventory kept apart from back-bar product.
- [ ] 5 **Inventory counted**
  Opening, purchases, closing and write-offs recorded.
- [ ] 6 **Technicians classified**
  Employee, contractor or renter settled in writing.
- [ ] 7 **Tips through payroll**
  Card tips reported, since the processor already did.
- [ ] 8 **Packages deferred**
  Prepaid sessions and gift cards held as a liability.
- [ ] 9 **Books closed monthly**
  Bank, processor, cash and stock all reconciled.
- [ ] 10 **Records retained**
  Six years from the filing date.

PRO TIP

A card processor deposits the net amount after taking its fee.
Record the gross sale and the fee separately, never just the deposit.

647-212-9559 · info@gondaliyacpa.ca · gondaliyacpa.ca/consultation