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# *International Domestic Placement Group*

[www.DomesticPlacementGroup.com](http://www.DomesticPlacementGroup.com)

## HOW TO KEEP HOUSEHOLD ACCOUNTS

AS Butler Administrator you will be expected to keep accurate accounts of all monies spent. This will include food, feed for animals, services, staff salaries, house and grounds maintenance, laundry, cleaning etc., the list be endless. In conjunction with your daily diary you will need to keep an order book and an accounts payable book. See appendices A and B for examples of the types of entry these two books would contain.

It is absolutely imperative that these records are maintained on a daily basis.

Keep all invoices, docketts, petty cash vouchers, cheque book stubs, charge car receipts etc., in date order.

## THE ORDER BOOK

The function of the order book is to maintain a daily record of all orders and "subsequent deliveries.

When a delivery is made it should be checked immediately to see that it agrees with the original order and quotation. If there are any discrepancies, in quality, weight cost etc., the supplier should be notified immediately. The discrepancy should be noted.

If busy when the delivery is made sign the receipt and mark it "UNCHECKED". Delegate someone else to check it as soon as possible.

-When an invoice is received check it with the order book entry to ascertain that the delivery was made and that the price and quantities billed agree with the original order. Phone the supplier immediately if there are any differences.

If an invoice is received for which a corresponding entry in the order book cannot be found, check with your employer(s) to see if it was an item ordered independently by a member of the family. If the invoice is for services rendered e.g. pool maintenance check previous records to see if it agrees with the amount billed before. If you can't trace a similar item check with your employer. Never pay an invoice,

However small the-amount, without knowing for what you are paying!

## THE ACCOUNTS PAYABLE BOOK

This book is a record of all bills paid; your employer may wish to know the cost of running certain functions (e.g. a large party) or the expense incurred by specific areas of the household (e.g. the pool or stables). This can be easily accomplished by assigning a cost centre to all entries and analyzing the entries at month end. If the household accounts are maintained on a microcomputer this type of analysis is much simpler.

All books pertaining to the household accounts should not be removed

from the house.

The account books must always balance to the penny.