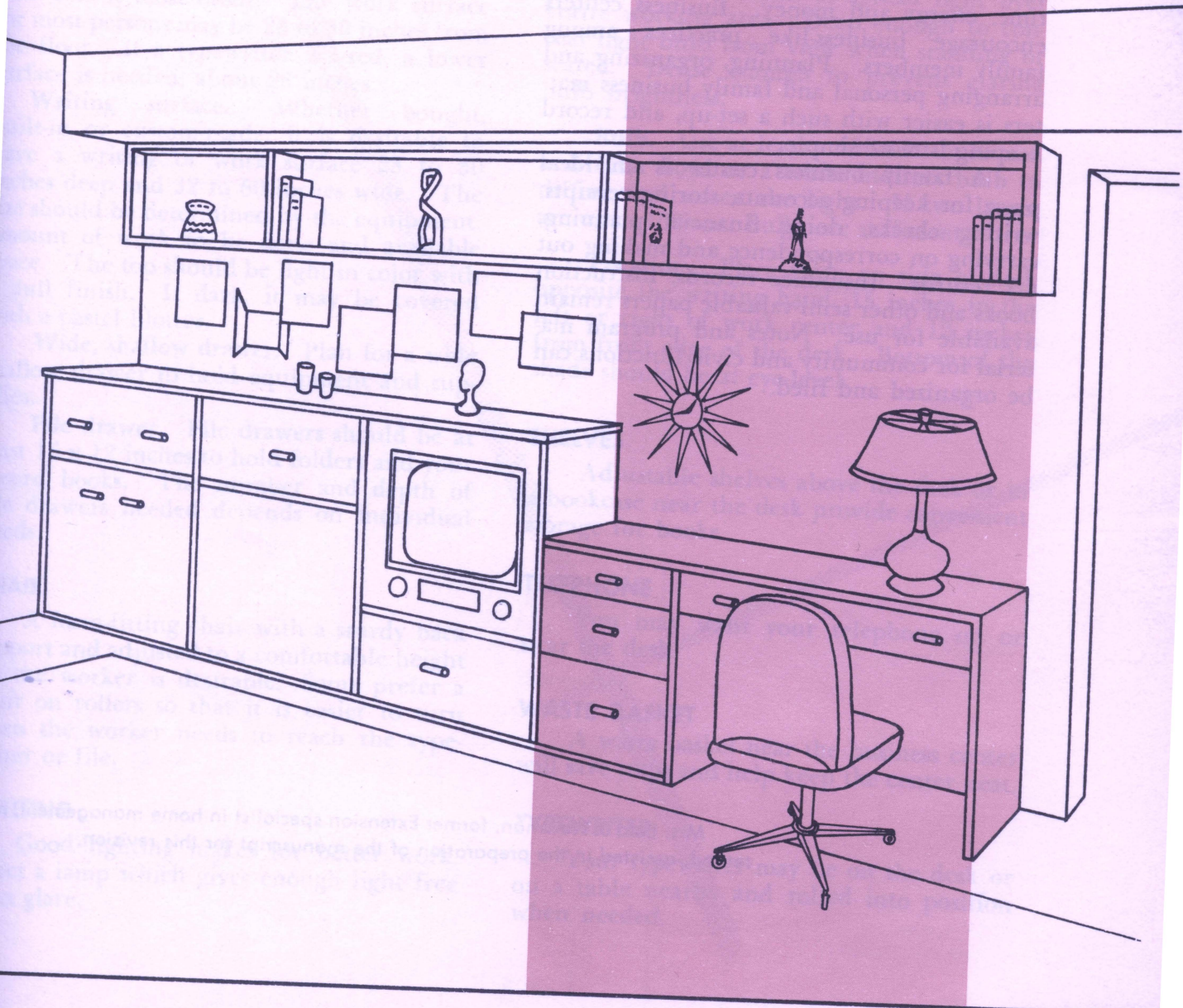
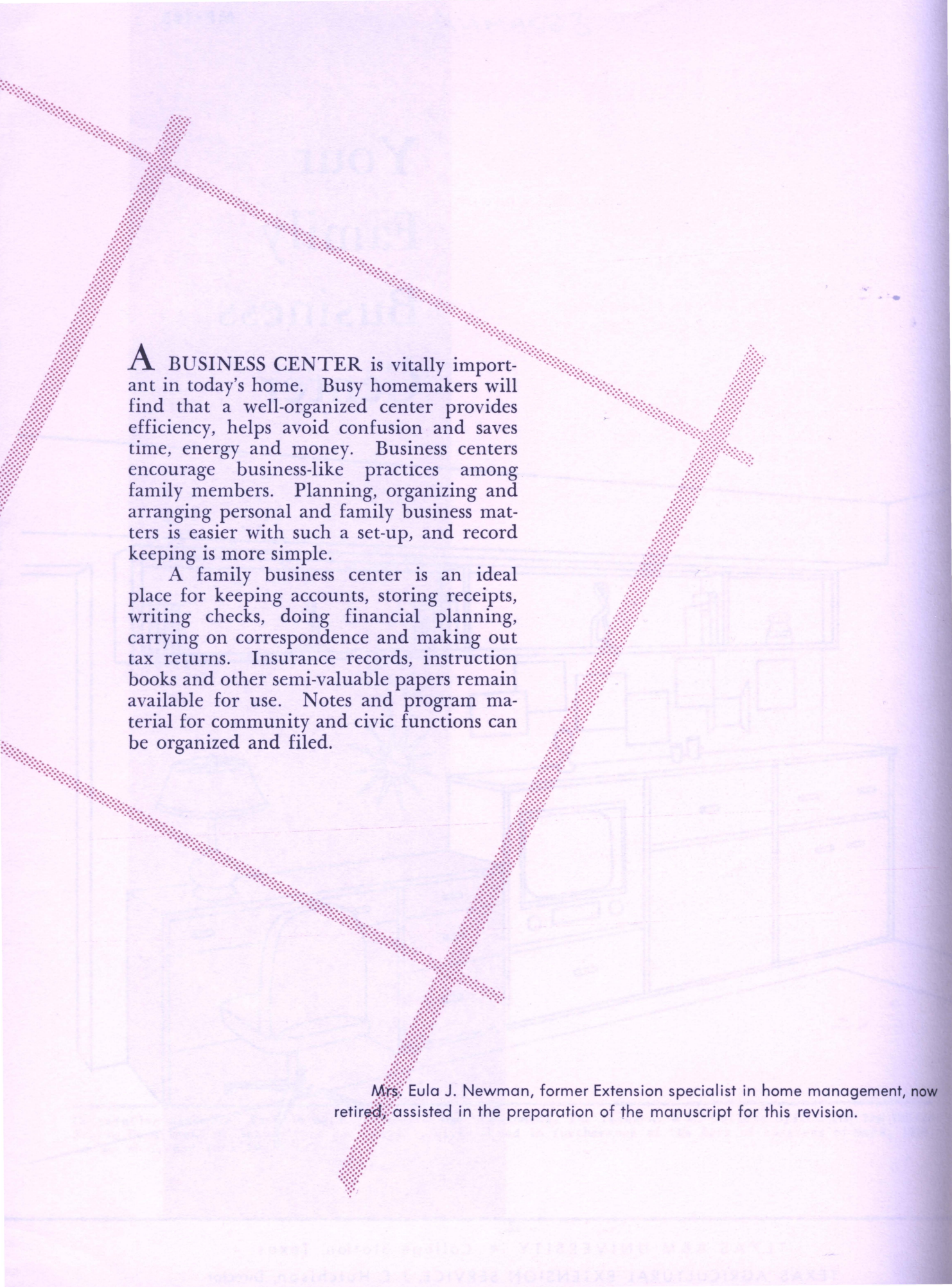


Your Family Business Center





A BUSINESS CENTER is vitally important in today's home. Busy homemakers will find that a well-organized center provides efficiency, helps avoid confusion and saves time, energy and money. Business centers encourage business-like practices among family members. Planning, organizing and arranging personal and family business matters is easier with such a set-up, and record keeping is more simple.

A family business center is an ideal place for keeping accounts, storing receipts, writing checks, doing financial planning, carrying on correspondence and making out tax returns. Insurance records, instruction books and other semi-valuable papers remain available for use. Notes and program material for community and civic functions can be organized and filed.

Mrs. Eula J. Newman, former Extension specialist in home management, now retired, assisted in the preparation of the manuscript for this revision.

Your Family Business Center

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What You Need

A suitable desk, comfortable chair, good lighting and storage for business matters and reference materials are requisites of a good business center.

DESK

Height. A desk is selected or built-in to suit the height and needs of the person who uses it most often. The work surface for most persons may be 28 to 30 inches from the floor. If a typewriter is used, a lower surface is needed, about 26 inches.

Writing surface. Whether bought, built-in or custom-made, it is desirable to have a writing or work surface 28 to 30 inches deep and 32 to 60 inches wide. The size should be determined by the equipment, amount of work to be done and available space. The top should be light in color with a dull finish. If dark, it may be covered with a pastel blotter.

Wide, shallow drawer. Plan for a wide shallow drawer to hold equipment and supplies.

File drawer. File drawers should be at least 15 x 12 inches to hold folders and your record books. The number and depth of file drawers needed depends on individual needs.

CHAIR

A form-fitting chair with a sturdy back support and adjusted to a comfortable height for the worker is desirable. Some prefer a chair on rollers so that it is easier to turn when the worker needs to reach the typewriter or file.

LIGHTING

Good lighting makes for better work. Select a lamp which gives enough light free from glare.

Lamp. It may be a desk lamp, pin-up, swing-away or floor lamp, (swing-away designs are easier to adjust).

Shade. White on the inside to reflect as much light as possible, nearly white on the outside, slightly translucent or opaque. Open at the top 8 to 8½ inches to provide upward light on wall and ceilings. Wide enough at the bottom to spread light over entire working area. Deep enough to conceal light bulb from view when standing or seated. Dense enough to prevent glaring bulb brightness.

Bulb. Use at least a 150-watt bulb and a diffuser bowl or a white indirect bulb to diffuse and soften the light. If two lamps are used, 100-watt bulbs are sufficient.

Location. Place lamp on side of desk opposite the writing hand, 15 inches to the left or right of work center and 12 inches from front edge of the desk. Bottom of the shade should be at eye-level.

SHELVES

Adjustable shelves above the desk or in a bookcase near the desk provide convenient storage for books.

TELEPHONE

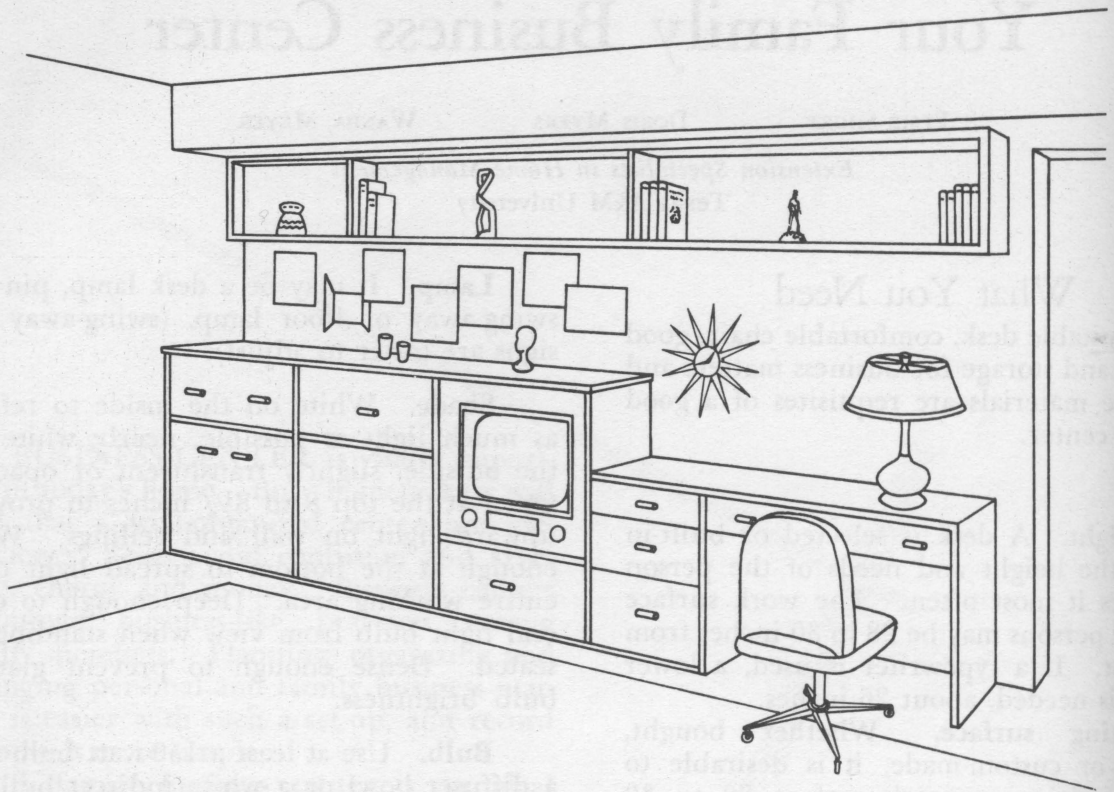
You may want your telephone on or near the desk.

WASTE BASKET

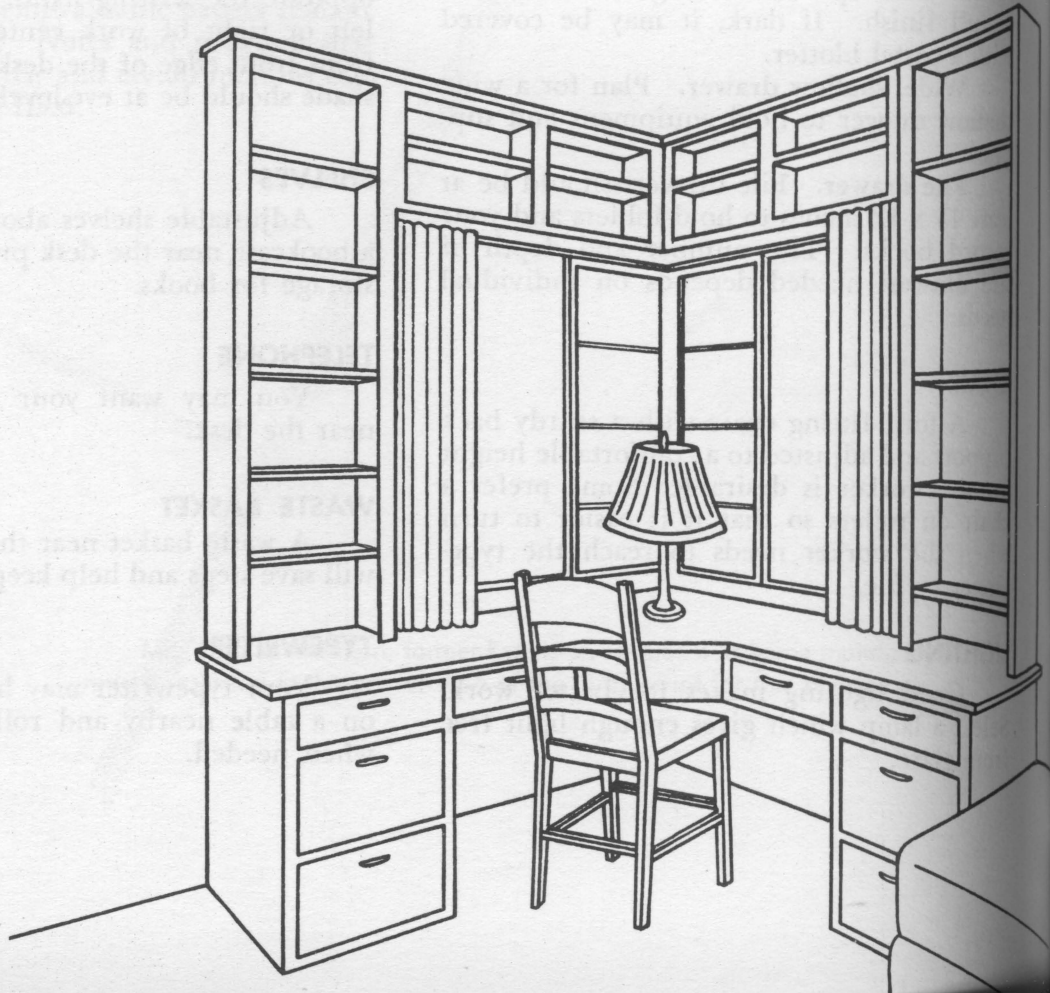
A waste basket near the business center will save steps and help keep the center neat.

TYPEWRITER

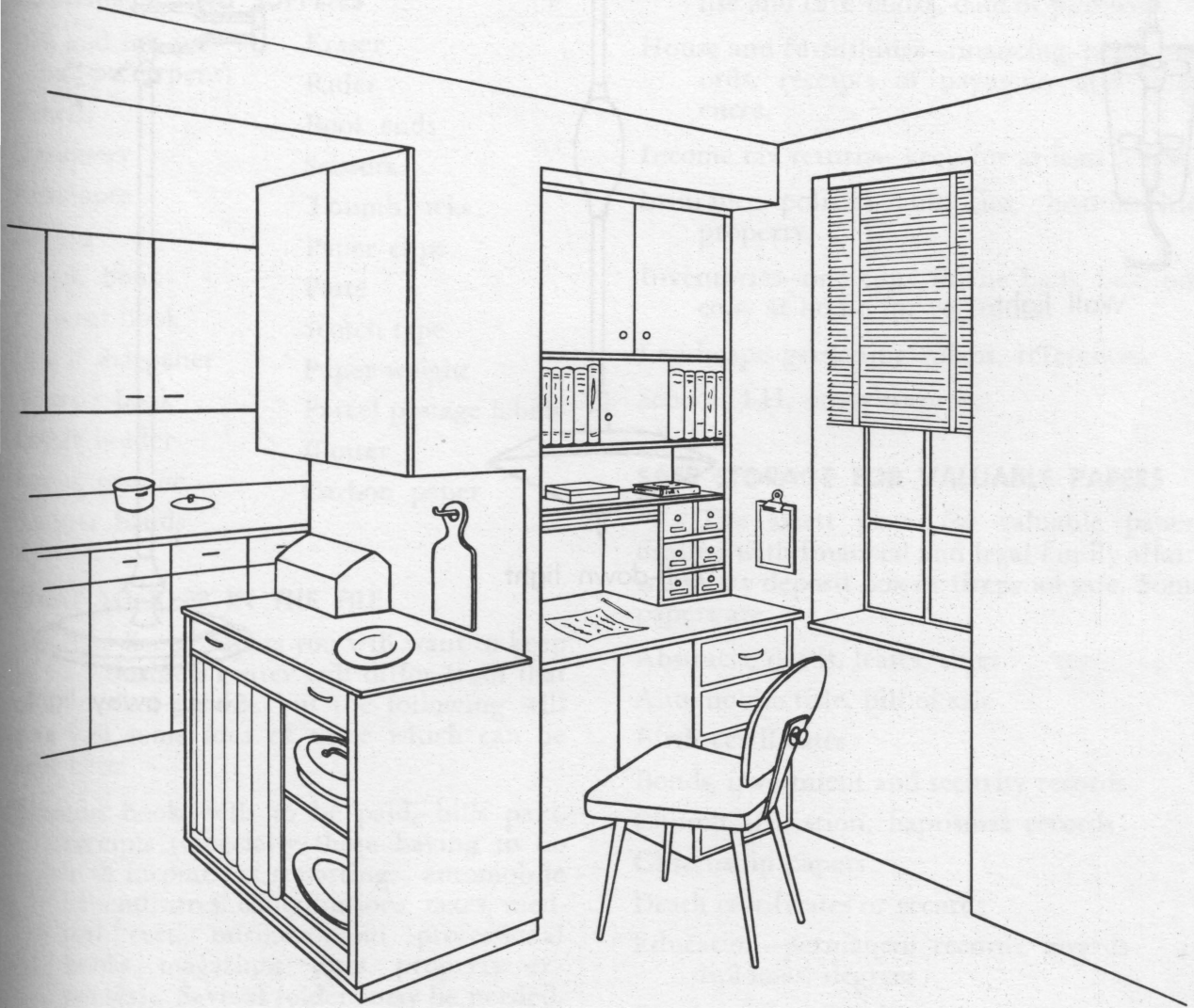
Your typewriter may be on the desk or on a table nearby and rolled into position when needed.



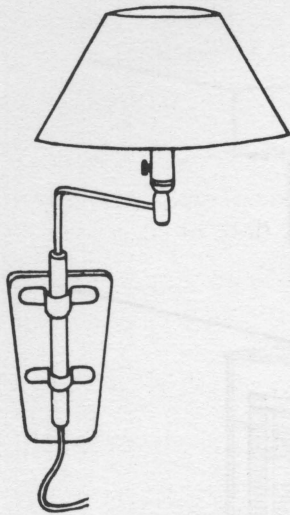
Living room or den



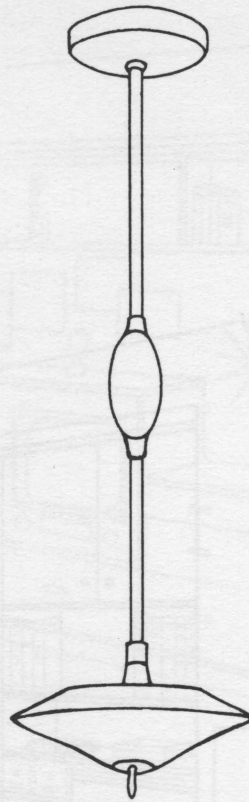
Corner arrangement



Kitchen



Wall light



Pull-down light



Swing-away light

Good-quality light does not mean expensive lamps or fixtures. It means light which is comfortable, and free from glare, annoying contrasts and disturbing shadows.

When properly placed, light is close to the task without glare or shadows over the work surface. The light should come from the side opposite the working hand.

A pin-up lamp with a swing arm makes the position of the light adjustable for a left- or right-handed person.

The pull-down fixture can move down to concentrate the light on the work surface area, upward to spread the light over a larger area or out of the way. The floor lamp with a swing arm can be adjusted to give light on work from either side, or it can be moved to other parts of the room.

Using Your Business Center

Your center's usefulness will depend upon what you put in it and how material is organized. Here are some suggestions:

EQUIPMENT AND SUPPLIES

Pen and ink (or ball-point pens)	Eraser
Pencils	Ruler
Stationery	Book ends
Envelopes	Scissors
Stamps	Thumb tacks
Check book	Paper clips
Account book	Paste
Pencil sharpener	Scotch tape
Address book	Paper weight
Letter holder	Parcel postage labels
Letter opener	Blotter
Rubber bands	Carbon paper

WHAT TO KEEP IN THE FILE

The list of papers you will want to keep in your business center will differ from that of any other family, but the following will give you some idea of those which can be kept here:

Account book—bills to be paid, bills paid, receipts (especially those having to do with income tax reporting: automobile expenditures, contributions, taxes, medical cost, business and professional books, magazines, dues, property expenses). **Several folders may be needed.**

Address book—people to be notified in case of emergency, Christmas lists, etc.

Bank records—cancelled checks, deposit slips, statements.

Business correspondence.

Child care references.

Clothing—wardrobe plans, buying guides, construction, instructions, for care.

Food (if not in the kitchen)—bulletins, references.

Health records—dates of diseases, surgery, immunization, visits to doctor.

Health and first aid information.

Home management references.

Household equipment—contract, guarantees, use and care books, date of purchase.

House and furnishings—financing, plans, records, receipts of payment, and references.

Income tax returns—keep for at least 5 years.

Insurance policies—annuities, health, life, property.

Inventories—one copy in the bank box, one copy at home for reference.

Landscape gardening—plans, references.

School, 4-H, other records.

SAFE STORAGE FOR VALUABLE PAPERS

The safest place for valuable papers dealing with financial and legal family affairs is a safety deposit box or fireproof safe. Some papers are:

Abstracts, deeds, leases, titles

Automobile title, bill of sale

Birth certificates

Bonds, investment and security records

Church affiliation, baptismal records

Citizenship papers

Death certificates or records

Education—permanent records, awards diplomas, degrees

Employment records

Military service records

Property inventory copies, investments, bonds, other securities

Social Security information.

Tax records

Wills

Lists of insurance policy numbers and amounts—annuities, health, life, property.

Marriage certificate, divorce papers.



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