

Expenses

Total Expenses	If you prefer, you can list all your expenses as a total sum.	£
Motor Expenses & Travel	Fuel, tax, insurance, repairs, servicing, parking Hire charges, AA/RAC membership.	£
Subsistence	Hotel, b&b meals on overnight trips.	£
Public liability		£
Bookkeeping		£
Protective clothing	Boots, gloves, goggles, etc.	£
Laundry & cleaning		£
Postage & stationery		£
Communications	Phone mobile internet fax, running costs, office software Small office equipment, printer, etc.	£
Use of home as office		£
Minor Tools	Small tools under £1,000 each.	£
Legal and other professional Fees	Surveyors, Architects, Solicitor.	£
Accountancy Fees		£
Cost of Goods	Cost of raw materials used, cost of goods bought for resale.	£
Advertising Costs		£
Interest on Bank and other Loans		£
Rent and other Property Costs	<u>This does not include your private residence</u>	£
Repairs and renewals of Property		£
Insurance policy	Cost of any business-specific insurance policy.	£
Wages, Salaries and other staff costs	Salaries, wages, bonuses for staff, agency fees, subcontractor labour costs, etc.	£
Construction industry payments to Subcontractors	Construction industry subcontractor payments (before tax is taken off)	£
Bank and Credit card Charges	Bank, overdraft and credit card charges hire purchase interest and leasing payments, Alternative Finance payments.	£
Other Business expenses	Other sundry expenses, not included elsewhere.	£

