Month March **PAYMENTS** (by cheque, card or direct banking)

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Date	Paid To	Ref	TOTAL	Petty Cash	Drawings	Stock or Raw Material	Employee Costs	Premises Costs Rent/Rates	Premises Costs U	
2	Auto Repair Co	357	70 05							
2	Self	358	100 00		100 00					
3	XYZ Supplies Co	359	17 50							3
3	ABC Co	360	78 26							4
4	To Petty Cash	361	50 00	50 00						5
9	The Big Phone Co	362	189 87							6
12	ABC Co	363	50 00							7
14	Auto Repair Co	364	139 99							8
14	Parcels Office	365	158 27							9
18	Computer Supply Co	366	2125 00							10
29	Landlord & Co	367	500 00					500 00		11
31	A. Brown	D/B	562 58							12
31	The Bigga Credit Card Co	D/D	400 00			125 00				13
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Total Payments for Month			4441 52	50 00	100 00	125 00		500 00		50

WORKED - with

The first column heading is blank for your own heading. Here we have used it for payments made to Petty Cash.

The £50 cheque payment (above) also appears in the PETTY CASH column on the previous page.

General Note
The printed column headings on these pages are similar to the types of expenses listed in your annual Tax Return.

"Premises Costs" also includes Cleaning and Property Insurance. Use the next blank column if necessary.

"Employee Costs" is where you record employees' wages & PAYE (also Directors' salaries). For sole traders and partners, record your "wages" under "Drawings".

The "Utilities" column is for Premises Costs that relate to any Electric, Gas, Heating or Water bills.

CREDIT & DEBIT CARDS
As shown in the last entry above, you can use these pages not only for payments by cheque but also for payments made by those credit or debit cards that are deducted from your business bank account. This allows an "analysis" of the expenditure and the card payments can then be added easily to similar expenditure paid by cheque or direct banking.

General Note
If there is any VAT in an invoice, don't separate it out. Include the VAT in both the TOTAL column figure and the expenses column to the right.

PROCEDURE FOR BUSINESS CARDS
You could use one line for each card transaction, alternatively you could enter it all on one line when you receive your card statement - in which case use the date when it's debited from your bank account and split the total payment into the different expenses columns (as done in the last entry of the worked example above).

PROCEDURE FOR CHEQUES
For each cheque: record the date (written on the cheque), the payee, the last 3 figures of the cheque number (as reference) and the total paid. Then "analyse" the payment by entering the figure again in the correct expenses column (or split it between two or more columns). This allows you to total up all your payments by type of expenditure.

PROCEDURE FOR DIRECT BANKING
(This includes on-line and telephone banking and where you are paying your suppliers by Direct Debit) The procedure is the same as for cheques except you need to give the date when the payment is due to be deducted from your account. In the "Ref" column we have used "D/B" to mean a Direct Banking and "D/D" for a Direct Debit payment.

PROCEDURE FOR PERSONAL CARDS
If you use your own card for a business purchase, then you need to re-imburse yourself. You could do this (every month or so) either by raising a business cheque made out to yourself or if using a credit card, you could use a business cheque (or direct banking) to pay for those business items when the card statement arrives.

Only a few entries are shown here to illustrate how to complete this double page.

If in any month you need more space than there are lines for here, use the overflow pages which come after Month 12 in this book.

At the end of the month, total up each column. The overall TOTAL (£4,441.52 in this worked example) is then entered in the MONTH'S BANK BALANCE on the previous page.