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EXAMPLE

Notes

	General Administrative Expenses										Motor Expenses		Travel & Subsistence		Adverts & Promotion				Other	
	Post/Parcels		Stationery/Print		Sundries		Tel/Fax/Mobile													
											59	62								
																	Petty Cash		50	00
					14	89														
			109	16																
							161	59												
											119	14								
	134	70																		
															340	43				
																	New Computer		531	91
	20	00			3	70	85	00			120	09	125	00						
	154	70	109	16	18	59	246	59			298	85	125	00	340	43			581	91

"General Administrative Expenses" can also include: Business Insurances, Subscriptions and Website costs. If necessary, use the blank columns on either side.

This blank column could be used for more "Premises Costs" or for more "General Admin. Expenses". Alternatively you could use this column for a completely different category of expenses such as "Repairs" (which also covers the renewals or maintenance of business premises or machinery). Note that repairs to motor vehicles would come under "Motor Expenses".

The blank columns are for your own headings. Suggestions include: "Legal & Professional", "Refunds", "Petty Cash", "Capital Expenditure" & "Other" - or to suit your needs. In one month you might need a column for one type of expense, but not the following month when the same column could then be used for another category.

It may be useful to title the last column as "Other" and to use it for one-off or infrequent payments. These can then be annotated as shown here.

General Note
For every payment, the amount is entered not only in the "TOTAL" column but also in the appropriate expenses column (less VAT).

Useful Feature
Every 5th horizontal line is heavier to make it easier to read across the page.

General Note on Tax
Only expenditure that is "wholly and exclusively" for your business is normally tax deductible.

General Note on VAT
Only "Input tax" which relates to the making of taxable supplies can usually be reclaimed.

Good Practice
When you complete a month, it's good practice to transfer the figures to the "At Year End" Annual Summaries which are located after Month 12 in this book. Tip: Use pencil to begin with!

The column totals, when added together horizontally, should equal the first column "TOTAL" added vertically (ie the totals in this worked example should both equal £2,991.52). This is a most useful check!

	154	70	109	16	18	59	246	59			298	85	125	00	340	43			581	91