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

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WORKED - & Guide

Date	Paid To	Ref	TOTAL		Books		Drawings		Stock or Raw Material		Employee Costs		Premises Costs Rent/Rates		Premises Costs Utilities		
2	Auto Repair Co	359	70	05													
2	Self (to personal a/c)	D/B	1,500	00			1,500	00									
3	XYZ Supplies Co	D/B	17	50													3
3	ABC Co	356	78	26													4
4	The Bookshop	357	50	00	50	00											5
9	The Big Phone Co	D/D	189	87													6
10	Webdesigns	S/O	50	00													7
14	Auto Repair Co	362	139	99													8
14	Parcels Office	363	158	27													9
18	Computer Supply Co	360	725	00													10
29	Landlord & Co	364	500	00									500	00			11
30	A. Brown	D/B	62	58													12
31	Self (Card reimbursement)	D/B	400	00					125	00							13
31	A-Z Van Salesroom	D/B	2,900	00													14
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Total Payments for Month			6,841	52	50	00	1,500	00	125	00			500	00			50

The first column heading is blank for your own heading. You might use it for those expenses that occur regularly.

"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.

The entries above are listed in the same order (and dates) as they appear in your Bank Statement, and in the same order as the invoices are filed. This makes this page easier to complete & check.

VAT
If there is any VAT in an invoice, don't separate it out. Record the full invoice value, including the VAT, in both the TOTAL column and the appropriate expenses column (as you are not VAT-registered).

"Ref" (Reference)
This column could show the last 3 figures of the cheque number, or "D/B" for a Direct Banking, "D/D" for a Direct Debit, or "S/O" for a Standing Order.

PROCEDURE FOR PERSONAL CARDS
If you use a personal card for some business purchases, then reimburse yourself from your business account every month or so, and at that time enter the details in that month's PAYMENTS (as shown on the 31st above).

PROCEDURE FOR CHEQUES
For each cheque: record the date (as it appears in the Bank Statement), the payee, the last 3 figures of the cheque number (as a Reference) and the total paid. Then "analyse" the payment by entering the figure again in the correct expenses column (or columns, where relevant).

PROCEDURE FOR DIRECT BANKING
This includes online and telephone banking, and where you are paying your suppliers by Direct Debit or by Standing Order. Record the date (as it appears in the Bank Statement), the payee, the reference and the total paid. Then "analyse" the payment by entering the figure again in the correct expenses column (or columns, where relevant).

PROCEDURE FOR BUSINESS CARDS
For a debit card on your business account, for each transaction: record the date (as it appears in the Bank Statement), the payee, the word "Card" (as a Reference) and the total paid. Then "analyse" the payment by entering the figure again in the correct expenses column (or columns, where relevant).

General Note
All the data in this Worked Example is fictitious.

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

At the end of the month, total up each column. The overall TOTAL (£6,841.52 in this worked example) is then entered in the MONTH'S BANK BALANCE on the previous page.

Overflow Pages
If in any month you need more lines, then please note there are overflow pages after Month 12 in this book.