(Note: There are overflow pages after Month 12)

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EXAMPLE
Notes

			General Administrative Expenses																	
			Post/Parcels		Stationery etc		Sundries		Tel/Fax/Mobile		Website		Motor Expenses		Refunds				Others	
1													70	05						
2																				
3							17	50												
4					78	26														
5																				
6									189	87										
7											50	00								
8													139	99						
9			158	27																
10																	New Computer		725	00
11																				
12															62	58				
13					88	00							187	00						
14																	Van (2nd hand)		2,900	00
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
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45																				
46																				
47																				
48																				
49																				
50			158	27	166	26	17	50	189	87	50	00	397	04	62	58			3,625	00

"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 "Repairs and Renewals" (of business premises or machinery, but not motor vehicles). Alternatively you could use the "Others" column on the far right, leaving this column for more "Premises Costs" or more "General Admin Expenses".

The four blank columns could be used for "Travel & Subsistence", "Advertising & Promotion", "Legal & Professional" and "Capital Expenditure" - or to suit your needs. In one month you might need a column for travel expenses, but not the following month when the same column could then be used for another type of expense.

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

If you often have to give customers a refund, then you could annotate any one of these blank columns as "Refunds" (as shown in this example). Otherwise, use the "Others" column.

General Note
For every payment, the total is entered not only in the "TOTAL" column, but also in the appropriate expenses column.

Headings
Try to be consistent and put similar expenses under the same headings every month so that adding up your annual totals will be easier.

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

Allowable Expenses
Generally, costs you pay with the sole purpose of earning business profits are allowable expenses. Hence non-business or personal costs are not usually tax deductible.

No Business Bank Account?
On your personal account's Bank Statement mark all the business transactions. Also, for simplicity, you might consider using one card solely for your business expenses.

Good Practice
When you complete a month, it's good practice to transfer the figures to the "At Year End" Annual Summaries located near the end of this book. Tip: Use a pencil (lightly) to begin with.

CHECKING YOUR FIGURES
The column totals (below), when added together horizontally, should equal the first column "TOTAL" added vertically (ie the totals in this worked example should both equal £6,841.52). This is a most useful check!