

INCOME & EXPENSES

NAME:	
TAX YEAR:	
INCOME (TOTAL)	
SUMMARY OF COSTS:	
Cost of sales (materials)	
Construction industry subcontractor cost	
Other direct costs	
Employee cost (students)	
Office (rent, gas,electr.water)	
Repairs (office, shop, tools)	
General adm.exp(tel.,post,stationary)	
Motor exp (petrol, repairs, mot, road tax)	
Travel & subsistence	
Advertising,promotion,entert.	
Legal & professional	
Other expenses	
Other finance charges	
TOTAL	
NET INCOME	

I declare that I have suffered the above costs during the year ended 5th April

My income for the TAX Year / did not exceed £

If the Inland Revenue enquire into the Tax Return and you are not able to substantiate these expenses you may be liable to additional tax.

Signature

Date