

Total Expenses	If you prefer, you can list all your expenses as a total sum.
Motor Expenses & Travel	Fuel, tax, insurance, repairs, servicing, parking Hire charges, AA/RAC Membership.
Subsistence	Hotel, b&b meals on overnight trips.
Public liability	
Bookkeeping	
Protective clothing	Boots, gloves, goggles, etc.
Laundry & cleaning	
Postage & stationery	
Communications	Phone mobile internet fax, running costs, office software Small office equipment, printer, etc.
Use of home as office	
Minor Tools	Small tools under £1000 each.
Legal and other professional Fees	Surveyors, Architects, Solicitor.
Accountancy Fees	
Cost of Goods	Cost of raw materials used, cost of goods bought for resale.
Advertising Costs	
Interest on Bank and other Loans	
Rent and other Property Costs	<u>This does not include your private residence</u>
Repairs and renewals of Property	
Insurance policy	Cost of any business specific insurance policy.
Wages, Salaries and other staff costs	Salaries wages bonuses for staff, agency fees subcontract labour costs, etc.
Construction industry payments to Subcontractors	Construction industry subcontractor payments, (before tax taken off)
Bank and Credit card Charges	Bank, overdraft and credit card charges, hire purchase interest and leasing payments, Alternative Finance payments.
Other Business expenses	Other sundry expenses not included elsewhere.