

Name:	Tax Ref:	Business Name:
		Nature of Business:

Profit & Loss Account for the period:

Commencement/Cessation Date (if applicable):

Total Sales/Receipts/Income:	£
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Deduct:	
Opening Stock	£
+ Purchases or Materials	£
- Closing Stock	(£)

Gross Profit:	£
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Less Expenses:

Light & Heat	£
Postage/Freight	£
Salaries or Wages Employees only, NOT SELF	£
Employees social security contributions:	£
“Own” social security contributions:	£
Motor Expenses: Petrol	£
Maintenance	£
Insurance	£
Cleaning	£
Printing & Stationery	£
Telephone	£
Repairs & Renewals	£
Insurance (Business)	£
Advertising	£
Business Bank Charges	£
Rent & Rates	£
Leasing Expenses	£
Other expenses (please specify)	
	£
	£
	£

Net Profit:	£
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Details of any capital purchases/disposals:

Item:		Date Purchased/Disposed (please delete):	Value: £
Item:		Date Purchased/Disposed (please delete):	Value: £
Item:		Date Purchased/Disposed (please delete):	Value: £

Signed:

Date: