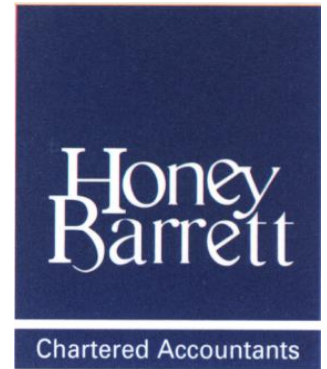


**CONSULTANT IN PRIVATE PRACTICE  
ACCOUNTS CHECKLIST**



**CONSULTANT NAME:** \_\_\_\_\_

**ACCOUNTS YEAR END:** \_\_\_\_\_

IMPORTANT - Please Read

1. It is a legal requirement to keep all records/documents etc for 7 years.
2. Expenses must only be claimed where they are wholly and exclusively incurred for the purposes of the business.
3. Please note that with regard to expenses, HM Revenue & Customs require these to be justifiable. This means that if ever asked by the Revenue to prove an expense there must be evidence and/or explanations to support them, for example, mileage logs, expenses receipts etc.

Please complete the following checklist and provide supporting documentation where applicable:

**SECTION 1 - INCOME**

**a) Income received in year.**

Please supply a detailed list of all income received/receivable during the year. This is just a summary table. Please state the total income relating to the year in the appropriate category:

Type of income	Total Income (per list) £	Supporting documents enclosed (✓)*
Private Patients		
Cremation fees		
Mailing survey/questionnaire		
Lecturing fees (not as an employee)		
Training		
- Other		

\* the supporting documentation should be a detailed breakdown of the income received, showing date work carried out, invoice date and number, date income received, category of income, and amount.

**b) Expense reimbursements**

Please provide details of any expenses which you have received a reimbursement for, for example, travel costs, course fees etc. This is just a summary table. Please state the category of reimbursement received and the total amount for the year:

Category of reimbursement	Total received during year £	Supporting documents enclosed (✓)*

\* the supporting documentation should be a detailed breakdown of the reimbursement received, showing the date the actual expense was incurred, date of when the expense was charged to the customer (i.e. the sales invoice date and number), date reimbursement received, and the amount.

**c) Income from employments**

If you were/are employed, please forward any P45(s) (received when leaving an employment) and/or P60(s) (received end of year by 31 May - usually blue in colour).

**If you are sending a P45, please also send the last payslip received for that employment so we can check your National Insurance position.**

**If you are sending a P60, please also include your March 2014 payslip.**

Please include any P11d(s) - Return of Expenses and Benefits which you have received during the year.

Were any of the employments Professional Executive Committee positions? \_\_\_\_\_

**SECTION 2 - EXPENSES**

**a) Capital items**

These are items purchased which are used by you to carry out your work but which have a useful life greater than 12 months. Items are usually considered capital if the cost is greater than £150. Anything lower can be claimed as a general 'Repair and Renewal' item above.

Here is a list of a few examples of capital items:

- Telephone answer machine
- Computer, printer etc
- Office furniture
- Medical equipment
- Fax machine

Please note: If you are unsure of whether the item bought is capital, just enclose the relevant documentation for review.

Detail	Total cost paid in year	State percentage used for business use*	Supporting documents enclosed
	£	%	(✓)
Medical equipment			
Office equipment			
Computer equipment			
Other:			

\* If any of the above expenses incurred has an element of non-work related use, please state (being a fair and reasonable assumption) the business use percentage.

**b) General Expenses paid during the year**

Detail	DATE		Total cost paid in year	State percentage used for business use*	Supporting documents enclosed
	FROM	TO	£	%	(✓)
Subscriptions:					
- GMC					
- BMA					
- MDU/MPS etc					
- RCGP					
- Other (please state)					
Telephone costs (Landline)					
Mobile phone costs					
Internet cost					
Assistants fees					
Consulting room expenses					
Printing, Postage, and stationery					
Technical books and magazines					
Course expenses and training					
Other travel expenses:					
- Taxi					
- Train					
- Bus					
- Other					
Chemist sundries					
Computer - repairs and servicing					
Computer - software support etc					
General repairs and renewals					
Accountancy					
Bank charges and interest					
Staff costs/wages etc					
Other:					

\* If any of the above expenses incurred has an element of non-work related use, please state (being a fair and reasonable assumption) the percentage relating to business use.

N.B. Please make sure that you have some sort of supporting information for expenses that have an element of both business and non business use as HM Revenue and Customs may request proof of the business estimate.

**c) Motor Vehicles & associated running expenses**

i) Details

	Main car	Second car
Make		
Model		
Registration number		

ii) If you have changed your vehicle in the year, please include:

	Date Bought/ sold	Price Bought/ sold	Method of payment -	Supporting documents enclosed
	dd/mm/yy	£	Cash/HP*/Loan	(✓)
Purchase (please state make, model, reg.no.)				
Sold (please state make, model, reg.no.)				

\*Hire purchase.

iii) Running expenses

	Main car	Second car
Total miles travelled during the year		
In order to determine how much of the above is work related, please either state:		
a) Total mileage relating to work (excluding normal home to work commuting),	miles	miles
<b>or</b>		
b) a fair/reasonable percentage relating to work usage of the car (if no log kept)	%	%
Have you kept a Mileage Log for the year? *		

**\*Under HM Revenue & Customs rules for record keeping, they require that a mileage log should be kept as evidence to justify any motor expenses claimed, should the need arise. This is best practice and protects you in the event of an enquiry.**

If no mileage log is kept, we suggest that one is started for the following year. Please ask if you are unsure what information is needed to be logged. Even a sample log kept for 2 months is better than none at all.

Other information required (Please state the total costs/expenses incurred during the year):

Detail	Amount paid for Main Car	Amount paid for second Car	Supporting documents enclosed
	£	£	(✓)
Fuel			
Servicing/repairs and MOT			
Insurance			
Extended warranty cover			
Road fund licence			
Breakdown cover			
Cleaning			
Parking			

**d) Spouse's wages**

It is extremely rare to find wage's paid to spouses/partners for dealing with administration work of your business, however if this does apply to you, please contact us for advice.

Any monies paid to your spouse for work actually performed must be justifiable in terms of the level of work performed, and the rate paid. The wages must also be seen to be physically paid.

**e) Use of home**

There are two methods of claiming a proportion of household costs if you work or study from home in addition to working at your normal place of business.

**i) Method One:**

The Revenue will accept an estimated rate based on hours worked. This is calculated in tiers. Please tick the box that best fits the hours of work you do at home per month.

Number of hours worked per month	Claim per month	Hours worked (✓)
under 25	NIL	<input type="checkbox"/>
25 to 50	£10	<input type="checkbox"/>
51 to 100	£18	<input type="checkbox"/>
over 100	£26	<input type="checkbox"/>

**ii) Method Two:**

The "actual" method. If you want to claim more than £4 per week, then we must complete a detailed calculation using the information requested below.

Details of property:

Total number of rooms (excluding Kitchen and Bathrooms/WC)	.....	rooms
Number of rooms used for work	.....	rooms
Average medical related working hours per week from home	.....	avg hrs
Average hours per week that room is used for personal use by any family member	.....	avg hrs

Other information required ((Please state the total costs/expenses incurred during the year):

Detail	Total paid in year	Supporting documents enclosed
	£	(✓)
Mortgage - Please provide an annual certificate if you are on a repayment mortgage as you can only claim the interest element. If you are on an interest only mortgage, then please just note the total amount paid during the year.		
Insurance (Building and Contents)		
Electricity		
Gas		
Coal/Oil etc		
Council tax		
Repairs & decorations (General repairs only or repairs to office area)		
Gardening		
Cleaning/domestic help		
Security costs e.g. Burglar alarm		
- Other		

Please note that water rates are excluded from the calculation.

**PLEASE USE THIS SPACE FOR ANY FURTHER DETAILS OR COMMENTS**