

# COLLINS & CO - Chartered Accountants Ltd

CLIENT NAME

## VEHICLE EXPENSE SCHEDULE

### EITHER:

#### Based on Your Log Book:

Total Distance	<input type="text"/>	km
Business Distance	<input type="text"/>	
Business Vehicle Proportion (Business/Total)	<input type="text"/>	%

#### Expenses :

	\$
Petrol and Oil	<input type="text"/>
AA Subscription	<input type="text"/>
Insurance	<input type="text"/>
Registration and WOF	<input type="text"/>
Repairs and Maintenance	<input type="text"/>
Tyres	<input type="text"/>

TOTAL EXPENSES  \$

Business Proportion to P & L Account  \$

### OR:

An alternative to Recording Actual Costs of Vehicle Expenses is to claim on a cents per km basis. This is permitted to a maximum of 5000 km per Year

Total Number of Business kms travelled

## HOME OFFICE SCHEDULE

If you have a dedicated area in your home, from which you conduct your business, you can claim a portion of home expenses.

#### Based on Floor Plan:

Total Area of Home + Garage + Workshop	<input type="text"/>	sq. metres
Area used for Business purposes	<input type="text"/>	
Business Office Proportion (Business/Total)	<input type="text"/>	%

#### Expenses :

	\$
Electricity	<input type="text"/>
Insurance	<input type="text"/>
Mortgage Interest or RENT	<input type="text"/>
Rates	<input type="text"/>
Repairs & Maintenance	<input type="text"/>

TOTAL EXPENSES  \$

Business Proportion to P & L Account  \$