

Invoice/Receipt Reference:	Date	Purchase / Business Expense Description	Business %	Total Amount	Business Claim	Vatable Y/N	VAT %	VAT Amount Paid Over
↓	↓	↓	↓	↓		17.50%	↓	
[A] EMPLOYEE COSTS (Employees employed by the business): - Box 18 (F)								
		Recruitment agency fees	0.0%	£0.00	£0.00	N	17.50%	£0.00
		Health Insurance	0.0%	£0.00	£0.00	N	17.50%	£0.00
			0.0%	£0.00	£0.00	N	17.50%	£0.00
			0.0%	£0.00	£0.00	N	17.50%	£0.00
			0.0%	£0.00	£0.00	N	17.50%	£0.00
			0.0%	£0.00	£0.00	N	17.50%	£0.00
			0.0%	£0.00	£0.00	N	17.50%	£0.00
			0.0%	£0.00	£0.00	N	17.50%	£0.00
			0.0%	£0.00	£0.00	N	17.50%	£0.00
			0.0%	£0.00	£0.00	N	17.50%	£0.00

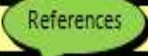


BUSINESS EXPENDITURE (EXCLUDING RAW MATERIALS)



Business Expenses

07/08 Tax Year [06/04/07 to 05/04/08]



Business Expenditure includes all costs other than Capital Allowances (including vehicle purchases) and Vehicle or Mileage Expenses as these are covered in other pages, as well as raw material costs that are covered under the page **Direct Sales Costs**. Items can be grouped together if easier to record, but unique references must be given for cross-referencing accounting audit purposes.

If your turnover is £64,000 or more you will have to keep VAT records as well, which means all your Business Purchases and running expenses will have an additional VAT charge included in the total (currently 17.5%). If this applies enter the total amounts (inclusive of VAT) in the **Total Amount** column and change the default value of N in the **Vatable Y/N** column to a Y for YES. The VAT amount will be worked out and automatically entered in the **VAT Amount Paid Over** Column. This will then be used to work out any VAT liability that you have, offset against and VAT charged to your customers.

Note here that certain business expenditure such as wages, salaries and tax etc. will have NO VAT liabilities. In this instance DO NOT alter the **Vatable Y/N** cells from N for No to Y for Yes otherwise you will end up paying VAT on these items as well.

NOTE HERE that if you paying FLAT RATE VAT that you do not need to worry about VAT calculations for INPUT VAT purposes as these do not apply. The reduced VAT as applied through the FLAT RATE Scheme accommodates what you would have claimed back through business purchases. If applying the FLAT RATE VAT SCHEME please ignore the **VATABLE Y/N** column and leave as the default N for NO.

1	Main Menu		SALES / SERVICE / WORK DETAILS (TURNOVER):				Help	
2	07/08 Tax Year [06/04/07 to 05/04/08]							
3	SELF-EMPLOYMENT TURNOVER NOTES							
4	Record all customer sales / services / work records below (inclusive of all sales / services / work carried out before self-employment registration if this is your first trading year):							
5	PLEASE DO NOT AMEND OR DELETE THIS AS IT CONTAINS VALIDATION FOR VAT REGISTRATION NOTIFICATION:							
6	If VAT registered and adopting the FLAT RATE VAT Scheme then this page is the only one where you need to worry about having the VAT worked out for you. Basically you will still apply VAT to your sales/service entries, which would normally have been 17.5% unless a zero or 5% commodity being sold, so the amount entered will be inclusive of VAT. However for VAT payover purposes this will depend on the % for your trading group as entered on the Business Details page. Dependent on your entry % in the Business Details page KISSE will work out what your liabilities are for each entry. You will still have to alter the VATABLE Y/N column from N for NO to Y for YES so that the correct FLAT RATE Scheme % can be worked out for you.							
7	NOTES 1				NOTES 2			
8	Sales/Service Reference:	Sales/Service Date:	Sales / Service / Work Description	Amount	Vatable Y/N	VAT %	VAT Amount Paid Over	Total Turnover Amount
9	↓	↓	↓	↓	↓	17.50%		
10				£0.00	N	17.5%	£0.00	£0.00
11				£0.00	N	17.5%	£0.00	£0.00
12				£0.00	N	17.5%	£0.00	£0.00
13				£0.00	N	17.5%	£0.00	£0.00
14				£0.00	N	17.5%	£0.00	£0.00
15				£0.00	N	17.5%	£0.00	£0.00
16				£0.00	N	17.5%	£0.00	£0.00
17				£0.00	N	17.5%	£0.00	£0.00
18				£0.00	N	17.5%	£0.00	£0.00
19				£0.00	N	17.5%	£0.00	£0.00
20				£0.00	N	17.5%	£0.00	£0.00