

# Expenses Report

Report Date: 2025-11-13 | From: 2025-11-13 To: 2025-11-13  
Generated By: accountant@gmail.com at 2025-11-21T12:06:21+00:00

<b>Total Expenses</b>	2,315.50
<b>Total Expense Count</b>	4
<b>Total Items</b>	7

## By Account

Account	Total	Count
Petty Cash	1,005.50	2
M-pesa	1,310.00	2

## Expenses

ID	Account	Description	Expense Date	Reference	Subtotal	Tax	Discount	Total	Status
5	Petty Cash	Office supplies purchase	2025-11-13	INV-001	450.00	15.50	10.00	455.50	paid

Item Description	Quantity	Unit Price	Total	Taxed
Paper (A4)	10		250.00	No
Pens	5		200.00	No

ID	Account	Description	Expense Date	Reference	Subtotal	Tax	Discount	Total	Status
6	Petty Cash	Courier delivery charges	2025-11-13	DEL-001	500.00	50.00	0.00	550.00	paid

Item Description	Quantity	Unit Price	Total	Taxed
Express delivery	1		500.00	No

ID	Account	Description	Expense Date	Reference	Subtotal	Tax	Discount	Total	Status
7	M-pesa	Building maintenance and repairs	2025-11-13	MNT-001	700.00	80.00	20.00	760.00	paid

Item Description		Quantity	Unit Price		Total	Taxed
Paint and brushes		2			300.00	No
Labor (4 hours)		4			400.00	No

ID	Account	Description	Expense Date	Reference	Subtotal	Tax	Discount	Total	Status
8	M-pesa	Monthly internet and electricity bills	2025-11-13	UTL-001	500.00	50.00	0.00	550.00	paid

Item Description		Quantity	Unit Price		Total	Taxed
Internet bill		1			200.00	No
Electricity bill		1			300.00	No