

# KAMEL POTTERIES - OWNER DRAWINGS MEMO

## PERSONAL EXPENSE ADJUSTMENTS

**Date:** October 21, 2025  
**Period:** October 2024 - September 2025

### OWNER A - PERSONAL EXPENSES SUMMARY

**ANNUAL TOTAL: R1,415,856**

**MONTHLY AVERAGE: R117,988**

#### 1. ENTERTAINMENT - R383,676

Monthly Average: R31,973

Month	Amount (R)	Description
Oct 2024	28,456	Personal dining, events
Nov 2024	31,234	Holiday entertainment
Dec 2024	42,567	Year-end functions
Jan 2025	35,789	New Year events
Feb 2025	29,876	Personal entertainment
Mar 2025	33,456	Social events
Apr 2025	30,123	Personal dining
May 2025	31,890	Entertainment
Jun 2025	32,456	Mid-year events
Jul 2025	29,345	Personal functions
Aug 2025	30,789	Entertainment
Sep 2025	27,695	Personal dining
TOTAL	383,676	

### SUMMARY BY CATEGORY

Category	Annual Total	Monthly Average	% of Total
Entertainment	R383,676	R31,973	27.1%
Travel (Personal)	R421,032	R35,086	29.7%
Personal Vehicle	R289,872	R24,156	20.5%
Home Office	R197,964	R16,497	14.0%
Other Personal	R123,312	R10,276	8.7%
GRAND TOTAL	R1,415,856	R117,988	100.0%

Month	Amount (R)	Description
Oct 2024	32,456	Personal trips
Nov 2024	28,765	Family travel
Dec 2024	48,932	Holiday travel
Jan 2025	42,156	Vacation
Feb 2025	33,789	Personal travel
Mar 2025	36,542	Family trips
Apr 2025	38,234	Easter travel
May 2025	34,567	Personal trips
Jun 2025	35,890	Mid-year vacation
Jul 2025	31,234	Family travel
Aug 2025	33,456	Personal trips
Sep 2025	25,011	Travel

### 3. PERSONAL VEHICLE - R289,872

Monthly Average: R24,156

Amount (R)	Description			
22,345	Personal vehicle costs			
24,567	Fuel, maintenance			
26,789	Vehicle expenses			
25,432	Personal transport			
23,456	Vehicle costs			
24,890	Maintenance, fuel			
23,567	Personal vehicle			
24,123	Transport costs		Jun 2025	25,456
22,890	Personal transport			
23,456	Vehicle costs			
22,901	Fuel, maintenance			

### 4. HOME OFFICE - R197,964

Monthly Average: R16,497

Month	Amount (R)	Description
Oct 2024	15,234	Home office portion

Month	Amount (R)	Description
Nov 2024	16,789	Personal use
Dec 2024	17,456	Home expenses
Jan 2025	16,890	Office at home
Feb 2025	15,678	Personal portion
Mar 2025	16,345	Home office
Apr 2025	16,789	Personal use
May 2025	17,234	Home expenses
Jun 2025	16,567	Office costs
Jul 2025	15,890	Personal portion
Aug 2025	16,234	Home office
Sep 2025	16,858	Personal use

## 5. OTHER PERSONAL - R123,312

Monthly Average: R10,276

Amount (R)	Description			
9,456	Miscellaneous personal			
10,234	Personal items		Dec 2024	12,567
11,234	Personal expenses			
9,876	Miscellaneous			
10,456	Personal items			
10,789	Other personal			
10,234	Miscellaneous			
10,567	Personal costs			
9,345	Other personal			
9,789	Miscellaneous			
8,765	Personal items			

## ADJUSTMENT TREATMENT

### Memo Entry Approach:

1. **Xero Accounting:** Remains unchanged
2. **Normalized P&L,:** Add back as owner drawings

3. **Tax Treatment:** Personal expenses

4. **Buyer Impact:** Not transferred

## Documentation Available:

- Credit card statements
- Expense reports
- Receipt folders
- Bank statements

## VERIFICATION

All amounts have been:

- ✓ Identified from accounting records
- ✓ Verified against bank statements
- ✓ Classified as personal
- ✓ Excluded from normalized EBITDA

## CERTIFICATION

These personal expenses represent owner drawings and are not required for business operations.

**Total Annual Adjustment: R1,415,856**

**Monthly Average: R117,988**

Prepared for: Due Diligence Review