

Information from your accounts

Contacts

Please phone:

- the number printed on page TR 1 of your tax return
- the SA Helpline on **0845 9000 444**
- the SA Orderline on **0845 9000 404** for helpsheets

or go to

www.hmrc.gov.uk

This helpsheet helps you to fill in:

- the *Self-employment (full)* pages, and
- the *Trading* pages of the Partnership Tax Return.

It does not give guidance on which expenses are allowable for tax purposes. If you need advice on this topic you should ask for Helpsheet 222 *How to calculate your taxable profits*.

The box numbers mentioned in this helpsheet are references to boxes in the *Self-employment (full)* pages. The box numbers on the *Trading* pages of the Partnership Tax Return are given in brackets after the box numbers of the *Self-employment (full)* pages. Look up the box numbers in the notes to the *Self-employment (full)* pages and the Partnership Tax Return Guide for more information.

What does this helpsheet cover?

If you have business accounts, and your annual turnover (that is, all the money earned in your business before deducting business expenses) is £70,000 or more for a full year, you must complete the *Self-employment (full)* pages. If your business accounts do not include a balance sheet, do not fill in boxes 82 to 98 on page SEF 5.

If your business is a partnership, you should refer to page PTRG 8 of the Partnership Tax Return Guide for further guidance on which boxes you need to complete.

This helpsheet provides guidance on how to fill in the boxes from the figures in your accounts and answers some of the more common questions that arise from doing this.

The *Self-employment (full)* notes and the Partnership Tax Return Guide also give information to help you complete the *Self-employment* pages and Partnership Tax Return.

What is 'Standard Accounts Information' (SAI)?

SAI is a self-contained summary of your accounts which you complete as part of your tax return. It provides a comprehensive summary of your trading and profit and loss account or your income and expenditure account, and your balance sheet. Also it shows what adjustments you have made to arrive at your profit for tax purposes.

What if there are no accounts?

If you are not intending to have accounts prepared, the notes to the *Self-employment (full)* pages provide guidance to help you calculate your business profit, the adjustments you may need to make for tax purposes and how to fill in the SAI boxes.

You must keep records of all your business transactions.

Do accounts and tax calculations have to be sent to us?

No. There is no longer a requirement for you to submit business accounts, or tax calculations based on them, with your tax return unless you are a partnership with a turnover of more than £15m.

Normally the SAI gives all the information we need to know about your business for the purpose of deciding whether to make an enquiry into your tax return.

What if there are things to draw attention to?

For most businesses this information will enable you to present a full and fair picture of your business for tax purposes. If there are any points needing further explanation, enter details in the 'Any other information' box, box 102, on page SEF 6 of the *Self-employment (full)* pages (or the 'Additional information' box, box 3.116 on page 3 of the Partnership Tax Return).

In some larger or more complex businesses, additional information given in the return may not be enough to provide a means of adequate disclosure.

The submission of further information, including perhaps accounts and supporting calculations, may be considered necessary for example, where:

- a large business has substantial turnover, or
- a business is complex (perhaps because it is in a highly specialised trade), or
- accounts or calculations are needed for a proper understanding of the figures.

Where to start

As well as your accounts you may find it useful to have your business records available when you complete the SAI section of your tax return.

There are no hard and fast rules, but you should be consistent from one year to the next. It will help you next year if you keep a note of which accounts figures you enter in which SAI boxes.

The purpose of filling in these boxes is to present the accounts information as clearly and informatively as the standard format allows.

Filling in the boxes

Here are some suggestions for completing page SEF 2 of the *Self-employment (full)* pages (page 4 of the Partnership Tax Return).

- Unless your accounts are very simple, or they have been drawn up using SAI headings, it is probably best not to write any figures in the boxes until you are sure of the final amounts to put in each box.
- Start by transferring the business turnover shown in your accounts to box 14 (box 3.29).
- Go through the expenses shown in your accounts and note against each one the number of the box in which you think it should be entered. If, for whatever reason, an expense causes difficulty, leave it initially and go on to the next item.
- Once you have looked at every item in the accounts, go back to the ones for which you could not make an immediate decision. The notes that follow should help you to decide what to do.
- Make sure that every figure from your accounts is included somewhere in the SAI boxes, and included only once.

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What to do if there are expenses in the accounts that are not specified in the *Self-employment (full)* pages

The general guidance explains what each box is broadly intended to include and gives some examples of common types of expense which are usually appropriate to each. But inevitably there will be some expenses that the SAI format does not readily accommodate. In these cases you will have to judge how best to present your figures.

Some types of expense might be included under alternative SAI headings depending on the type of business and the precise nature of that expense. But whichever treatment you adopt, you should be consistent from one year to the next.

If the expense is of a one-off or unusual nature or if you want, for any reason, to draw particular attention to it or to the tax treatment you have adopted, give details in the 'Any other information' box, box 102 on page SEF 6 of the *Self-employment (full)* pages (or the 'Additional information' box, box 3.116 on page 3 of the Partnership Tax Return).

If there is no suitable heading or the amounts involved are immaterial, use the 'Other business expenses' box, box 29 (box 3.63).

Do not change the descriptions printed on the tax return. Use the 'Any other information' box, box 102 (box 3.116) if you need to write anything outside the boxes.

What should be included under 'Other business expenses'?

If the expenses you include here are material by reference to the total amount of business expenses, consider the need to explain what is included by making a note in the 'Any other information' box in order to make your figures clear.

There is no precise definition of what is or is not material, but as a general rule, if the inclusion or exclusion of an item might affect judgements that we, or anyone else who uses the information in your tax return, might make, the item should be considered as material.

Avoiding unnecessary use of the 'Other business expenses' box, and explaining the main items you have included, may help to avoid enquiries being made into your tax return.

What to do if accounts include as a single item expenses that may need to be shown separately in the *Self-employment (full)* pages

If the expenses are virtually all of one type, there is no objection to categorising the whole expense under the main heading. For example, your accounts may include an entry for 'Bank charges and interest' that consists almost entirely of bank charges. If so, put the whole amount in box 25 (box 3.61).

But you should divide the expenses between different headings if the amounts involved are material, or it would be misleading if they were all included under one heading. For example, if your accounts include a single entry for 'Travel and entertainment' you should distinguish the amount of the entertainment expenses, include it in the entry in box 23 (box 3.57) and make sure this is disallowed for tax by entering the disallowable part in box 38 (box 3.39). The remainder of the expenses relating to travel costs should be entered in box 19 (box 3.56), and any disallowable part of that

expense, for example private travel costs, should be shown in box 34 (box 3.38).

Consider keeping these amounts separate when the next accounts are prepared.

In cases where the taxable profit or loss is not affected and the amounts involved are not material by reference to the total expenditure, we would not normally object if you decide to estimate the split between the SAI boxes.

Will wrong entries be penalised?

In many cases there will be an element of choice in how you complete the SAI boxes and there will be no right or wrong answer.

But you must take reasonable care to ensure that your tax return is completed accurately. Errors arising from careless or deliberate conduct that give rise to a loss of tax will be subject to penalties.

Examples

The rest of this helpsheet contains examples to show you which boxes on the *Self-employment (full)* pages (or pages 4 and 5 of the Partnership Tax Return) you may want to use to provide SAI.

Example 1, starting on page 5, gives details from the trading and profit and loss account and balance sheet of a snack bar, Jack's Snacks.

Example 2, starting on page 12, deals with a business, Harry Cooper Business Services. A balance sheet was not drawn up, so there is no need to fill in boxes 82 to 98 in the *Self-employment (full)* pages (boxes 3.99 to 3.115).

Example 1 – Jack's Snacks

Trading and profit and loss account for the year ended 30 June 2010

Sales	£93,808	<i>box 14 (3.29) and see Note 1</i>
Opening stock	£ 2,200	
Purchases	<u>£42,578</u>	
	£44,778	
Closing stock	£ 2,450	<i>box 16 (3.46)</i>
Gross profit	£51,480	
Rents received	£ 2,327	<i>see Note 2</i>
Bank interest received	<u>£ 92</u>	<i>box 15 (3.50)</i>
	£53,899	
Wages and salaries	£11,014	<i>box 18 (3.51)</i>
Rent and rates	£ 3,946	<i>box 20 (3.52)</i>
Insurance	£ 794	<i>see Note 3</i>
Light and heat	£ 1,335	<i>box 20 (3.52)</i>
Cleaning	£ 328	<i>see Note 3</i>
Repairs and maintenance	£ 1,577	<i>box 21 (3.53)</i>
Printing, postage and stationery	£ 79	<i>box 22 (3.54)</i>
Phone	£ 204	<i>see Note 4</i>
Motor expenses	£ 1,266	<i>see Note 4</i>
Advertising	£ 240	<i>box 23 (3.57)</i>
Legal and professional	£ 70	<i>box 27 (3.58)</i>
Accountancy	£ 866	<i>box 27 (3.58)</i>
Bank and credit card charges	£ 809	<i>box 25 (3.61)</i>
Sundries	£ 236	<i>box 29 (3.63)</i>
Hire purchase interest	£ 484	<i>box 25 (3.61)</i>
Depreciation	£ 6,648	<i>box 28 (3.62)</i>
Profit on disposal of assets	(£1,089)	<i>box 28 (3.62)</i>
VAT surcharge	£ 351	<i>see Note 5</i>
	<u>£29,158</u>	
Net profit	£24,741	

Balance sheet at 30 June 2010

Fixed assets		
Freehold property	£34,032	<i>box 83 (3.100)</i>
Furniture and equipment	£ 4,232	<i>see Note 6</i>
Motor vehicles	<u>£23,701</u>	<i>box 82 (3.99)</i>
	£61,965	
Current assets		
Stock	£ 2,450	<i>box 84 (3.101)</i>
Debtors and prepayments	£ 3,197	<i>box 85 (3.102)</i>
Cash in hand and at bank	£ 6,808	<i>see Note 7</i>
	£12,455	
Current liabilities		
Trade creditors	£ 2,080	<i>box 90 (3.106)</i>
Other creditors	£10,627	<i>box 92 (3.108)</i>
Accruals	£ 4,372	<i>box 92 (3.106)</i>
	£17,079	
Net current liabilities	£ 4,624	
Total net assets	£57,341	<i>box 93 (3.110)</i>
Capital account		
At 1 July 2009	£47,080	<i>box 94 (3.111)</i>
Capital introduced	£ 6,734	<i>box 96 (3.113) and see Note 8</i>
Profit for the year	<u>£24,741</u>	<i>box 95 (3.112)</i>
	£78,555	
Drawings	<u>(£21,214)</u>	<i>box 97 (3.114)</i>
	£57,341	<i>box 98 (3.115)</i>

Note 1

Goods taken from the business for personal use and not paid for amount to £1,520. This amount is therefore added to the net profit by entering the figure in box 59 (box 3.67).

Note 2

Rents received are for a part of the premises not used for business purposes. It has been agreed that they can be treated as business income for tax purposes. They are included in box 15 (box 3.50) but no adjustment is made in box 61 (box 3.71), and there is no need to include this figure in the UK property pages as it is fully accounted for here.

Note 3

Insurance costs and cleaning costs all relate to the business premises.

Note 4

50% of phone costs and 35% of motor expenses are for private, non-business use. These amounts are not allowable for tax. The amounts of £102 and £443 go in boxes 37 and 34 (boxes 3.36 and 3.37).

Note 5

A VAT surcharge of £351 was incurred. This amount is included under 'Other business expenses' in box 29 (box 3.63). It is not an allowable expense for tax purposes, and is therefore disallowed by including the amount in box 44 (box 3.45). Although the amount is relatively small it is material, because it is not allowable for tax purposes. A note would therefore be made in the 'Any other information' box, box 102 (box 3.116 on page 3) to explain the tax treatment.

Note 6

Furniture and equipment used in the business premises are included in box 82 (box 3.99), 'Equipment, machinery and vehicles'.

Note 7

The cash and bank balances are not separated in the accounts, but the business records show that the bank balance was £6,085 and cash in hand was £723.

Note 8

An endowment policy matured during the year and the proceeds of £6,734 were paid into the business. A note of the source of these funds would be given in the 'Any other information' box, box 102 (box 3.116 on page 3).

TRADING AND PROFESSIONAL INCOME for the year ended 5 April 2011, continued

Income and expenses for this accounting period

You must fill in this page if your annual turnover was between £70,000 and £15m. If the combined annualised turnover from all your activities was more than £15m, fill in boxes 3.24 to 3.26 on page 3 and send the partnership accounts and computations in as well. In all cases, complete box 3.83 or box 3.84 on page 5, and the other boxes on page 5 if applicable. Read the notes on page PTRG 12 of the Partnership Tax Return Guide.

If you were registered for VAT, do the figures in boxes 3.29 to 3.64 include VAT?

3.27 ☐ or exclude VAT? 3.28 ☒

Sales/business income (turnover)

3.29 £ 93,808

Disallowable expenses included in boxes 3.46 to 3.63

Total expenses

• Cost of sales	3.30 £	3.46 £ 42,328
• Construction industry subcontractor costs	3.31 £	3.47 £
• Other direct costs	3.32 £	3.48 £

Gross profit/(loss)

box 3.29 minus (boxes 3.46 + 3.47 + 3.48)
3.49 £ 51,480

Other income/profits

3.50 £ 2,419

• Employee costs	3.33 £	3.51 £ 11,014
• Premises costs	3.34 £	3.52 £ 6,403
• Repairs	3.35 £	3.53 £ 1,577
• General administrative expenses	3.36 £ 102	3.54 £ 283
• Motor expenses	3.37 £ 443	3.55 £ 1,266
• Travel and subsistence	3.38 £	3.56 £
• Advertising, promotion and entertainment	3.39 £	3.57 £ 240
• Legal and professional costs	3.40 £	3.58 £ 936
• Bad debts	3.41 £	3.59 £
• Interest and alternative finance payments	3.42 £	3.60 £
• Other finance charges	3.43 £	3.61 £ 1,293
• Depreciation and loss/(profit) on sale	3.44 £ 5,559	3.62 £ 5,559
• Other expenses including partnership charges	3.45 £ 351	3.63 £ 587

Put the total of boxes 3.30 to 3.45 in box 3.66 below

Total expenses

boxes 3.51 to 3.63
3.64 £ 29,158

Net profit/(loss)

boxes 3.49 + 3.50 minus 3.64
3.65 £ 24,741

Tax adjustments to net profit or loss for this accounting period

• Disallowable expenses	3.66 £ 6,455
• Goods etc. taken for personal use and other adjustments (apart from disallowable expenses) that increase profits	3.67 £ 1,520
• Balancing charges (from box 3.23)	3.68 £

Total additions to net profit (deduct from net loss)

boxes 3.66 + 3.67 + 3.68
3.69 £ 7,975

• Capital allowances (from box 3.22)	3.70 £ 5,250
• Deductions from net profit (add to net loss)	3.71 £ 92

boxes 3.70 + 3.71
3.72 £ 5,342

Net business profit for tax purposes for this accounting period (put figure in brackets if a loss)

boxes 3.65 + 3.69 minus box 3.72
3.73 £ 27,374

Note 2

Notes 3 and 4

Note 4

Note 5

Note 5

Note 1

Bank interest received is not trading income, and needs to be included at boxes 7.7A - 7.9A or on savings, investments and other income pages

■ **Summary of balance sheet for this accounting period**

Leave these boxes blank if you do not have a balance sheet or your annual turnover was more than £15m.

Assets

• Plant, machinery and motor vehicles	3.99	£ 27,933	
• Other fixed assets (premises, goodwill, investments etc.)	3.100	£ 34,032	
• Stock and work in progress	3.101	£ 2,450	
• Debtors/prepayments/other current assets	3.102	£ 3,197	
• Bank/building society balances	3.103	£ 6,085	
• Cash in hand	3.104	£ 723	boxes 3.99 to 3.104
			3.105 £ 74,420

Note 6

Note 7

Liabilities

• Trade creditors/accruals	3.106	£ 6,452	
• Loans and overdrawn bank accounts	3.107	£	boxes 3.106 to 3.108
• Other liabilities	3.108	£ 10,627	
			3.109 £ 17,079

Note 7

Net business assets (put the figure in brackets if you had net business liabilities)

box 3.105 minus box 3.109
3.110 £ 57,341

Represented by Partners' current and capital accounts

• Balance at start of period*	3.111	£ 47,080	
• Net profit/(loss)*	3.112	£ 24,741	
• Capital introduced	3.113	£ 6,734	
• Drawings	3.114	£ 21,214	
• Balance at end of period*			boxes 3.111 to 3.113 minus box 3.114
			3.115 £ 57,341

Note 8

* If the capital account is overdrawn, or the business made a net loss, show the figure in brackets.

Box 3.116 'Additional information' is on page 3.

■ **Partnership trade charges**

• Net partnership charges paid in the period 6 April 2010 to 5 April 2011 (not the accounting period)	3.117	£
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HMRC 12/10

PARTNERSHIP TAX RETURN: PAGE 5

Please turn over



Business income

14 Your turnover - the takings, fees, sales or money earned by your business

£ 9 3 8 0 8 . 0 0

15 Any other business income not included in box 14 - excluding Business Start-up Allowance

£ 2 4 1 9 . 0 0

Note 2

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Business expenses

Read pages SEFN 7 to SEFN 9 of the *notes* before completing this section.

Total expenses

If your annual turnover was below £70,000 you may just put your total expenses in box 30

16 Cost of goods bought for resale or goods used

£ 4 2 3 2 8 . 0 0

17 Construction industry - payments to subcontractors

£ . 0 0

18 Wages, salaries and other staff costs

£ 1 1 0 1 4 . 0 0

19 Car, van and travel expenses

£ 1 2 6 6 . 0 0

20 Rent, rates, power and insurance costs

£ 6 4 0 3 . 0 0

21 Repairs and renewals of property and equipment

£ 1 5 7 7 . 0 0

22 Phone, fax, stationery and other office costs

£ 2 8 3 . 0 0

23 Advertising and business entertainment costs

£ 2 4 0 . 0 0

24 Interest on bank and other loans

£ . 0 0

25 Bank, credit card and other financial charges

£ 1 2 9 3 . 0 0

26 Irrecoverable debts written off

£ . 0 0

27 Accountancy, legal and other professional fees

£ 9 3 6 . 0 0

28 Depreciation and loss/profit on sale of assets

£ 5 5 5 9 . 0 0

29 Other business expenses

£ 5 8 7 . 0 0

30 Total expenses in boxes 16 to 29

£ 7 1 4 8 6 . 0 0

Disallowable expenses

Use this column if the figures in boxes 16 to 29 include disallowable amounts

31

£ . 0 0

32

£ . 0 0

33

£ . 0 0

34

£ 4 4 3 . 0 0

35

£ . 0 0

36

£ . 0 0

37

£ 1 0 2 . 0 0

38

£ . 0 0

39

£ . 0 0

40

£ . 0 0

41

£ . 0 0

42

£ . 0 0

43

£ 5 5 5 9 . 0 0

44

£ 3 5 1 . 0 0

45 Total disallowable expenses in boxes 31 to 44

£ 6 4 5 5 . 0 0

Note 4

Note 3

Note 4

Note 5

Net profit or loss

- 46 Net profit - if your business income is more than your expenses (if box 14 + box 15 minus box 30 is positive)

£ 2 4 7 4 1 . 0 0

- 47 Or, net loss - if your expenses are more than your business income (if box 30 minus (box 14 + box 15) is positive)

£ . 0 0

Tax allowances for vehicles and equipment (capital allowances)

There are 'capital' tax allowances for vehicles, equipment and certain buildings used in your business (you should not have included the cost of these in your business expenses). Read pages SEFN 10 to SEFN 15 of the *notes* and use the examples to work out your capital allowances.

- 48 Annual Investment Allowance

£ . 0 0

- 49 Capital allowances at 20% on equipment, including cars with lower CO₂ emissions

£ . 0 0

- 50 Capital allowances at 10% on equipment, including cars with higher CO₂ emissions

£ . 0 0

- 51 Restricted capital allowances for cars costing more than £12,000 - if bought before 6 April 2009

£ 5 2 5 0 . 0 0

- 52 Agricultural or Industrial Buildings Allowance

£ . 0 0

- 53 Business Premises Renovation Allowance (Assisted Areas only) - read page SEFN 13 of the notes

£ . 0 0

- 54 100% and other enhanced capital allowances - read page SEFN 13 of the notes

£ . 0 0

- 55 Allowances on sale or cessation of business use (where you have disposed of assets for less than their tax value)

£ . 0 0

- 56 Total allowances (total of boxes 48 to 55)

£ 5 2 5 0 . 0 0

- 57 Balancing charge on sale or cessation of business use (only where Business Premises Renovation Allowance has been claimed)

£ . 0 0

- 58 Balancing charge on sales of other assets or on the cessation of business use (where you have disposed of assets for more than their tax value)

£ . 0 0

Calculating your taxable profit or loss

You may have to adjust your net profit or loss for disallowable expenses or capital allowances to arrive at your taxable profit or your loss for tax purposes. Read pages SEFN 15 and SEFN 16 of the *notes* and fill in the boxes below that apply.

- 59 Goods and services for your own use - read page SEFN 15 of the notes

£ 1 5 2 0 . 0 0

- 60 Total additions to net profit or deductions from net loss (box 45 + box 57 + box 58 + box 59)

£ 7 9 7 5 . 0 0

- 61 Income, receipts and other profits included in business income or expenses but not taxable as business profits

£ 9 2 . 0 0

- 62 Total deductions from net profit or additions to net loss (box 56 + box 61)

£ 5 3 4 2 . 0 0

- 63 Net business profit for tax purposes (if box 46 + box 60 minus (box 47 + box 62) is positive)

£ 2 7 3 7 4 . 0 0

- 64 Net business loss for tax purposes (if box 47 + box 62 minus (box 46 + box 60) is positive)

£ . 0 0

Note 1

Bank interest received is not trading income, and needs to be included at UK interest etc. and dividends on page TR 3 of your tax return

If your business accounts include a balance sheet showing the assets, liabilities and capital of the business, fill in the relevant boxes below. If you do not have a balance sheet, go to box 99.

If your self-employed profits are more than £5,715, you must pay Class 4 NICs (unless you are exempt or your contributions have been deferred) - *read page SEFN 20 of the notes.*

99 If you are exempt from paying Class 4 NICs, put 'X' in the box - read page SEFN 20 of the notes

100 If you have been given a 2010-11 Class 4 NICs deferment certificate, put 'X' in the box - read page SEFN 20 of the notes

101 Adjustment to profits chargeable to Class 4 NICs - read page SEFN 20 of the notes

Example 2 – Harry Cooper Business Services

Profit and loss account for the year ended 30 April 2010

Work done	£82,331	<i>entry in box 14 (3.29)</i>
Interest	£ 615	<i>entry in box 15 (3.50)</i>
Commission	£ 133	<i>entry in box 14 (3.29)</i>
	<u>£83,079</u>	
Expenditure		
Staff salaries	£13,955	<i>entry in box 18 (3.51) and see Note 6</i>
Subcontract expenses	£ 5,705	<i>entry in box 18 (3.51)</i>
Rent, rates and water	£ 9,940	<i>entry in box 20 (3.52)</i>
Heat and light	£ 494	<i>entry in box 20 (3.52)</i>
Printing, stationery and postage	£ 1,479	<i>entry in box 22 (3.54)</i>
Repairs and computer maintenance	£ 776	<i>entry in box 21 (3.53)</i>
Insurance	£ 1,257	<i>see Note 1</i>
Phone	£ 2,352	<i>entry in box 22 (3.54)</i>
Motor vehicle expenses	£ 8,286	<i>entry in box 19 (3.55) and see Note 5</i>
Entertaining	£ 237	<i>entry in box 23 (3.57)</i>
Training courses	£ 699	<i>entry in box 18 (3.51)</i>
Subscriptions and journals	£ 312	<i>entry in box 22 (3.54)</i>
Legal and professional fees	£ 902	<i>entry in box 27 (3.58)</i>
Finance and HP interest	£ 345	<i>entry in box 25 (3.61)</i>
Bank charges and interest	£ 2,461	<i>see Note 2</i>
Hire of equipment	£ 1,248	<i>see Note 3</i>
Cleaning	£ 692	<i>see Note 4</i>
Sundries	£ 604	<i>entry in box 29 (3.63)</i>
Depreciation	£ 3,200	<i>entry in box 28 (3.62)</i>
Loss on sale of vehicle	£ 900	<i>entry in box 28 (3.62)</i>
	<u>£55,844</u>	
Net profit	£27,235	

Note 1

Insurance includes £758 professional indemnity cover, which is entered in box 27 (box 3.58). The balance includes various items and has been entered in box 20 (box 3.54) in line with general guidance. This treatment will be followed consistently, from year to year.

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Note 2

Bank charges and interest are shown in the accounts as a composite figure. This amount comprises £1,687 for interest and £774 for bank charges. These amounts are shown separately in boxes 24 and 25 (boxes 3.60 and 3.61).

Note 3

Hire of equipment covers cost of renting office equipment including a photocopier and fax. It is included in 'Phone, fax, stationery and other office costs' in box 22 (box 3.54).

Note 4

The business records show that £531 cleaning is for the business premises. The balance includes various small one-off expenses. As almost all the expenditure is for the business premises, and the whole amount of £692 is allowable for tax, it can simply be included as part of 'Rent, rates, power and insurance costs' in box 20 (Premises costs box 3.52).

Note 5

Private use of cars is £2,704. Capital allowances of £2,062 are claimed on the cars.

Note 6

Staff salaries include Harry's own wages of £5,000.

TRADING AND PROFESSIONAL INCOME for the year ended 5 April 2011, continued

Income and expenses for this accounting period

You must fill in this page if your annual turnover was between £70,000 and £15m. If the combined annualised turnover from all your activities was more than £15m, fill in boxes 3.24 to 3.26 on page 3 and send the partnership accounts and computations in as well. In all cases, complete box 3.83 or box 3.84 on page 5, and the other boxes on page 5 if applicable. Read the notes on page PTRG 12 of the Partnership Tax Return Guide.

If you were registered for VAT, do the figures in boxes 3.29 to 3.64 include VAT?

3.27 ☐ or exclude VAT?

3.28 ☐

Sales/business income (turnover)

3.29 £ 82,464

Disallowable expenses included in boxes 3.46 to 3.63

Total expenses

• Cost of sales

3.30 £

3.46 £

• Construction industry subcontractor costs

3.31 £

3.47 £

• Other direct costs

3.32 £

3.48 £

Gross profit/(loss)

3.49 £ 82,464
box 3.29 minus (boxes 3.46 + 3.47 + 3.48)

Other income/profits

3.50 £ 615

Note 6

• Employee costs

3.33 £ 5,000

3.51 £ 20,359

• Premises costs

3.34 £

3.52 £ 11,126

Note 4

• Repairs

3.35 £

3.53 £ 776

• General administrative expenses

3.36 £

3.54 £ 5,890

Notes 1 and 3

• Motor expenses

3.37 £ 2,704

3.55 £ 8,286

• Travel and subsistence

3.38 £

3.56 £

• Advertising, promotion and entertainment

3.39 £ 237

3.57 £ 237

• Legal and professional costs

3.40 £

3.58 £ 1,660

Note 1

• Bad debts

3.41 £

3.59 £

• Interest and alternative finance payments

3.42 £

3.60 £ 1,687

Note 2

• Other finance charges

3.43 £

3.61 £ 1,119

Note 2

• Depreciation and loss/(profit) on sale

3.44 £ 4,100

3.62 £ 4,100

• Other expenses including partnership charges

3.45 £

3.63 £ 604

Put the total of boxes 3.30 to 3.45 in box 3.66 below

Total expenses

3.64 £ 55,844
boxes 3.51 to 3.63

Net profit/(loss)

3.65 £ 27,235
boxes 3.49 + 3.50 minus 3.64

Tax adjustments to net profit or loss for this accounting period

• Disallowable expenses

3.66 £ 12,041
boxes 3.30 to 3.45

• Goods etc. taken for personal use and other adjustments (apart from disallowable expenses) that increase profits

3.67 £

• Balancing charges (from box 3.23)

3.68 £

Total additions to net profit (deduct from net loss)

3.69 £ 12,041
boxes 3.66 + 3.67 + 3.68

• Capital allowances (from box 3.22)

3.70 £ 2,062

• Deductions from net profit (add to net loss)

3.71 £ 615

3.72 £ 2,677
boxes 3.70 + 3.71

Note 5

Net business profit for tax purposes for this accounting period (put figure in brackets if a loss)

3.73 £ 36,599
boxes 3.65 + 3.69 minus box 3.72

Bank interest received is not trading income, and needs to be included at boxes 7.7A - 7.9A or on savings, investments and other income pages.

Business income

14 Your turnover - the takings, fees, sales or money earned by your business	15 Any other business income not included in box 14 - excluding Business Start-up Allowance
£ 8 2 4 6 4 . 0 0	£ 6 1 5 . 0 0

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Business expenses

Read pages SEFN 7 to SEFN 9 of the notes before completing this section.

Total expenses		Disallowable expenses	
If your annual turnover was below £70,000 you may just put your total expenses in box 30		Use this column if the figures in boxes 16 to 29 include disallowable amounts	
16 Cost of goods bought for resale or goods used	31	£ . 0 0	
17 Construction industry - payments to subcontractors	32	£ . 0 0	
18 Wages, salaries and other staff costs	33	£ 5 0 0 0 . 0 0	Note 6
19 Car, van and travel expenses	34	£ 2 7 0 4 . 0 0	
20 Rent, rates, power and insurance costs	35	£ . 0 0	
21 Repairs and renewals of property and equipment	36	£ . 0 0	Notes 1 and 4
22 Phone, fax, stationery and other office costs	37	£ . 0 0	
23 Advertising and business entertainment costs	38	£ 2 3 7 . 0 0	Note 3
24 Interest on bank and other loans	39	£ . 0 0	
25 Bank, credit card and other financial charges	40	£ . 0 0	Note 2
26 Irrecoverable debts written off	41	£ . 0 0	Note 2
27 Accountancy, legal and other professional fees	42	£ . 0 0	
28 Depreciation and loss/profit on sale of assets	43	£ 4 1 0 0 . 0 0	Note 1
29 Other business expenses	44	£ . 0 0	
30 Total expenses in boxes 16 to 29	45 Total disallowable expenses in boxes 31 to 44	£ 5 5 8 4 4 . 0 0	£ 1 2 0 4 1 . 0 0

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Net profit or loss

46 Net profit - if your business income is more than your expenses (if box 14 + box 15 minus box 30 is positive)

£ 2 7 2 3 5 . 0 0

47 Or, net loss - if your expenses are more than your business income (if box 30 minus (box 14 + box 15) is positive)

£ . 0 0

Tax allowances for vehicles and equipment (capital allowances)

There are 'capital' tax allowances for vehicles, equipment and certain buildings used in your business (you should not have included the cost of these in your business expenses). Read pages SEFN 10 to SEFN 15 of the *notes* and use the examples to work out your capital allowances.

48 Annual Investment Allowance

£ . 0 0

49 Capital allowances at 20% on equipment, including cars with lower CO₂ emissions

£ . 0 0

50 Capital allowances at 10% on equipment, including cars with higher CO₂ emissions

£ . 0 0

51 Restricted capital allowances for cars costing more than £12,000 - if bought before 6 April 2009

£ 2 0 6 2 . 0 0

52 Agricultural or Industrial Buildings Allowance

£ . 0 0

53 Business Premises Renovation Allowance (Assisted Areas only) - read page SEFN 13 of the *notes*

£ . 0 0

54 100% and other enhanced capital allowances - read page SEFN 13 of the *notes*

£ . 0 0

55 Allowances on sale or cessation of business use (where you have disposed of assets for less than their tax value)

£ . 0 0

56 Total allowances (total of boxes 48 to 55)

£ 2 0 6 2 . 0 0

Note 5

57 Balancing charge on sale or cessation of business use (only where Business Premises Renovation Allowance has been claimed)

£ . 0 0

58 Balancing charge on sales of other assets or on the cessation of business use (where you have disposed of assets for more than their tax value)

£ . 0 0

Calculating your taxable profit or loss

You may have to adjust your net profit or loss for disallowable expenses or capital allowances to arrive at your taxable profit or your loss for tax purposes. Read pages SEFN 15 and SEFN 16 of the *notes* and fill in the boxes below that apply.

59 Goods and services for your own use - read page SEFN 15 of the *notes*

£ . 0 0

60 Total additions to net profit or deductions from net loss (box 45 + box 57 + box 58 + box 59)

£ 1 2 0 4 1 . 0 0

61 Income, receipts and other profits included in business income or expenses but not taxable as business profits

£ 6 1 5 . 0 0

62 Total deductions from net profit or additions to net loss (box 56 + box 61)

£ 2 6 7 7 . 0 0

63 Net business profit for tax purposes (if box 46 + box 60 minus (box 47 + box 62) is positive)

£ 3 6 5 9 9 . 0 0

64 Net business loss for tax purposes (if box 47 + box 62 minus (box 46 + box 60) is positive)

£ . 0 0

Bank interest received is not trading income, and needs to be included at UK interest etc. and dividends on page TR 3 of your tax return.