

Consolidating income and expenses

Write down a list of realistic daily running expenses and daily expected income

Balance Sheet for: _____

DAY 1 - Balance brought forward: _____			
Income (Total):	R	Expenses (Total):	R
Cash sales	R	Fuel	R
Tickets	R	Tyres	R
Vouchers	R	Cleaning	R
Other	R	Service	R
		Oil	R
		Rent	R
		Other	R

DAY 2 - Balance brought forward: _____			
Income (Total):	R	Expenses (Total):	R
Cash sales		Fuel	R
Tickets		Tyres	R
Vouchers		Cleaning	R
Other		Service	R
		Oil	R
		Rent	R
		Other	R

DAY 3 - Balance brought forward: _____			
Income (Total):	R	Expenses (Total):	R
Cash sales		Fuel	R
Tickets		Tyres	R
Vouchers		Cleaning	R
Other		Service	R
		Oil	R
		Rent	R
		Other	R

DAY 4 - Balance brought forward: _____

Income (Total):	R	Expenses (Total):	R
Cash sales		Fuel	R
Tickets		Tyres	R
Vouchers		Cleaning	R
Other		Service	R
		Oil	R
		Rent	R
		Other	R

DAY 5 - Balance brought forward: _____

Income (Total):	R	Expenses (Total):	R
Cash sales		Fuel	R
Tickets		Tyres	R
Vouchers		Cleaning	R
Other		Service	R
		Oil	R
		Rent	R
		Other	R

Consolidating the information from my week

- ❖ You will need to write down your weekly revenue so that you know how your company is doing
- ❖ Use the tables below to fill in a summary of your daily revenue and expenses

Table 1:

Route #	Origin	Destination	Cash Revenue	Coupon Revenue	Subsidy Revenue	Total Revenue

- ❖ List your expenses for the week in the right hand column and write in the totals for each day...

Table 2:

Expenses	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7



- Ⓐ Check that your total income – your total expenses = the balance you brought forward at the end of Day 7 in your daily balance sheet
- Ⓐ Remember to include your weekly wages as an expense!

Income		
Week 1 from cash sales		R 8550
week 2 from cash sales		R 6550
Week 2 from ticket sales		R 800
Week 3 from cash sales		R 6600
Week 4 from cash sales		R 8000
Week 4 from ticket sales		R 1000
Expenses		
Week 1	Fuel	R 2100
	Cleaning vehicle	R 80
Week 2	Fuel	R 1680
	Cleaning vehicle	R 80
	Service of vehicle	R 4000
Week 3	Fuel	R 2100
	Cleaning of vehicle	R 80
	Tyres	R 2000
Week 4	Fuel	R 2100
	Hire purchase and insurance for vehicle	R 5000
	Rental of premises	R 1200
	Telephone	R 600
	Water and lights	R 800
	Salaries	R 1500
	Cleaning of vehicle	R 80