

## Example 1 – Jack’s Snacks

Trading and profit and loss account for the year ended 30 June 2022			Balance sheet at 30 June 2022		
Sales	£93,808	box 15 (3.29) and see Note 1	<b>Fixed assets</b>		
Opening stock	£2,200		Freehold property	£34,032	box 84 (3.100)
Purchases	£42,578		Furniture and equipment	£4,232	see Note 6
	<u>£44,778</u>		Motor vehicles	<u>£23,701</u>	box 83 (3.99)
Closing stock	£2,450	box 17 (3.46)		<u>£61,965</u>	
Gross profit	£51,480		<b>Current assets</b>		
Rents received	£2,327	see Note 2	Stock	£2,450	box 85 (3.101)
Bank interest received	<u>£92</u>	box 16 (3.50)	Debtors and prepayments	£3,197	box 86 (3.102)
	<u>£53,899</u>		Cash in hand and at bank	<u>£6,808</u>	see Note 7
Wages and salaries	£11,014	box 19 (3.51)		<u>£12,455</u>	
Rent and rates	£3,946	box 21 (3.52)	<b>Current liabilities</b>		
Insurance	£794	see Note 3	Trade creditors	£2,080	box 91 (3.106)
Light and heat	£1,335	box 21 (3.52)	Other creditors	£10,627	box 93 (3.108)
Cleaning	£328	see Note 3	Accruals	<u>£4,372</u>	box 93 (3.106)
Repairs and maintenance	£1,577	box 22 (3.53)		<u>£17,079</u>	
Printing, postage and stationery	£79	box 23 (3.54)	Net current liabilities	£4,624	
Phone	£204	see Note 4			
Motor expenses	£1,266	see Note 4	Total net assets	£57,341	box 94 (3.110)
Advertising	£240	box 24 (3.57)			
Legal and professional	£70	box 28 (3.58)	<b>Capital account</b>		
Accountancy	£866	box 28 (3.58)	At 1 July 2010	£47,080	box 95 (3.111)
Bank and credit card charges	£809	box 26 (3.61)	Capital introduced	£6,734	box 97 (3.113) and see Note 8
Sundries	£236	box 30 (3.63)	Profit for the year	<u>£24,741</u>	box 96 (3.112)
Hire purchase interest	£484	box 26 (3.61)		<u>£78,555</u>	
Depreciation	£6,648	box 29 (3.62)	Drawings	<u>(£21,214)</u>	box 98 (3.114)
Profit on disposal of assets	(£1,089)	box 29 (3.62)		<u>£57,341</u>	box 99 (3.115)
VAT surcharge	£351	see Note 5			
	<u>£29,158</u>				
Net profit	<u>£24,741</u>				

**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 60 (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 16 (box 3.50) but no adjustment is made in box 62 (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 38 and 35 (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 30 (box 3.63). It is not an allowable expense for tax purposes, and is therefore disallowed by including the amount in box 45 (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 103 (box 3.116) to explain the tax treatment.

**Note 6**

Furniture and equipment used in the business premises are included in box 83 (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 103 (box 3.116).

## Trading and professional income for the year ended 5 April 2023 – continued

### Income and expenses for this accounting period

You must fill in this page if your annual turnover was between £85,000 and £15 million. If the combined annualised turnover from all your activities was more than £15 million, fill in boxes 3.24 to 3.26 on page 3 and send in the partnership accounts and computations 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 Partnership Tax Return Guide, go to [www.gov.uk/taxreturnforms](http://www.gov.uk/taxreturnforms)

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

	Disallowable expenses included in boxes 3.46 to 3.63	Total expenses	Sales/business income (turnover)
	3.30 £	3.46 £ <b>42,328</b>	3.29 £ <b>93,808</b>
● Cost of sales			
● Construction industry subcontractor costs	3.31 £	3.47 £	
● Other direct costs	3.32 £	3.48 £	
			box 3.29 minus (boxes 3.46 + 3.47 + 3.48)
			3.49 £ <b>51,480</b>
			3.50 £ <b>2,419</b>
			3.51 £ <b>11,014</b>
● Employee costs	3.33 £	3.52 £ <b>6,403</b>	
● Premises costs	3.34 £	3.53 £ <b>1,577</b>	
● Repairs	3.35 £	3.54 £ <b>283</b>	
● General administrative expenses	3.36 £ <b>102</b>	3.55 £ <b>1,266</b>	
● Motor expenses	3.37 £ <b>443</b>	3.56 £	
● Travel and subsistence	3.38 £	3.57 £ <b>240</b>	
● Advertising, promotion and entertainment	3.39 £	3.58 £ <b>936</b>	
● Legal and professional costs	3.40 £	3.59 £	
● Bad debts	3.41 £	3.60 £	
● Interest and alternative finance payments	3.42 £	3.61 £ <b>1,293</b>	
● Other finance charges	3.43 £	3.62 £ <b>5,559</b>	
● Depreciation and loss/(profit) on sale	3.44 £ <b>5,559</b>	3.63 £ <b>587</b>	
● Other expenses including partnership charges	3.45 £ <b>351</b>		
		3.64 £ <b>29,158</b>	boxes 3.51 to 3.63
			boxes 3.49 + 3.50 minus 3.64
			3.65 £ <b>24,741</b>
			3.66 £ <b>6,455</b>
● Disallowable expenses	3.66 £	3.67 £ <b>1,520</b>	
● Goods taken for personal use and other adjustments (apart from disallowable expenses) that increase profits	3.67 £	3.68 £	
● Balancing charges (from box 3.23)	3.68 £		
			boxes 3.66 + 3.67 + 3.68
<b>Total additions to net profit</b> (deduct from net loss)			3.69 £ <b>7,975</b>
● Capital allowances (from box 3.22)	3.70 £ <b>5,250</b>		
● Deductions from net profit (add to net loss)	3.71 £ <b>92</b>		boxes 3.70 + 3.71
			3.72 £ <b>5,342</b>
			boxes 3.65 + 3.69 minus box 3.72
<b>Net business profit for tax purposes for this accounting period</b> (put figure in brackets if a loss)			3.73 £ <b>27,374</b>

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

### Tax adjustments to net profit or loss for this accounting period

- Disallowable expenses
- Goods taken for personal use and other adjustments (apart from disallowable expenses) that increase profits
- Balancing charges (from box 3.23)

**Total additions to net profit** (deduct from net loss)

- Capital allowances (from box 3.22)
- Deductions from net profit (add to net loss)

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

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 to 7.9A or on savings, investments and other income pages

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

Assets		Box	Value	Summary
● Plant, machinery and motor vehicles	3.99	£	27,933	3.105 £ 74,420 <small>boxes 3.99 to 3.104</small>
● Other fixed assets for example, premises or goodwill investments	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	
Liabilities		Box	Value	Summary
● Trade creditors/accruals	3.106	£	6,452	3.109 £ 17,079 <small>boxes 3.106 to 3.108</small>
● Loans and overdrawn bank accounts	3.107	£		
● Other liabilities	3.108	£	10,627	
<b>Net business assets</b> (put the figure in brackets if you had net business liabilities)				3.110 £ 57,341 <small>box 3.105 minus box 3.109</small>
<b>Represented by partners' current and capital accounts</b>				
● Balance at start of period*	3.111	£	47,080	3.115 £ 57,341 <small>boxes 3.111 to 3.113 minus box 3.114</small>
● Net profit/(loss)*	3.112	£	24,741	
● Capital introduced	3.113	£	6,734	
● Drawings	3.114	£	21,214	
● Balance at end of period*				

Note 6

Note 7

Note 7

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 2022 to 5 April 2023 (not the accounting period) 3.117 £

**Incorrectly claimed coronavirus support scheme payments**

Only fill in this section if you incorrectly claimed any payments from the Coronavirus Job Retention Scheme, Eat Out to Help Out Scheme or from any other applicable HMRC coronavirus support scheme and you still need to tell HMRC. Read the notes in the Partnership Tax Return Guide before filling in this section.

● Amount of HMRC coronavirus support scheme payments incorrectly claimed 3.118 £  
Copy this figure to box 12B in the Partnership Statement

<p>15 <b>Your turnover</b> – the takings, fees, sales or money earned by your business. Do not include Self-Employment Income Support Scheme (SEISS) grants in this box, put them in box 70.1 on page 4</p> <p>£ <input type="text" value="9"/> <input type="text" value="3"/> <input type="text" value="8"/> <input type="text" value="0"/> <input type="text" value="8"/> . <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>16 <b>Any other business income (do not include SEISS, but include other COVID support payments such as CJRS)</b></p> <p>£ <input type="text" value="2"/> <input type="text" value="4"/> <input type="text" value="1"/> <input type="text" value="9"/> . <input type="text" value="0"/> <input type="text" value="0"/></p> <p>16.1 <b>Trading income allowance</b> – read the notes</p> <p>£ <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> . <input type="text" value="0"/> <input type="text" value="0"/></p>
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Note 2

## Business expenses

Please read the 'Self-employment (full) notes' before filling in this section.

Total expenses		Disallowable expenses	
If your annual turnover was below £85,000, you may just put your total expenses in box 31		Use this column if the figures in boxes 17 to 30 include disallowable amounts	
17	Cost of goods bought for resale or goods used	32	
£	4 2 3 2 8 . 0 0	£	
18	Construction industry – payments to subcontractors	33	
£		£	
19	Wages, salaries and other staff costs	34	
£	1 1 0 1 4 . 0 0	£	
20	Car, van and travel expenses	35	
£	1 2 6 6 . 0 0	£	4 4 3 . 0 0
21	Rent, rates, power and insurance costs	36	
£	6 4 0 3 . 0 0	£	
22	Repairs and maintenance of property and equipment	37	
£	1 5 7 7 . 0 0	£	
23	Phone, fax, stationery and other office costs	38	
£	2 8 3 . 0 0	£	1 0 2 . 0 0
24	Advertising and business entertainment costs	39	
£	2 4 0 . 0 0	£	
25	Interest on bank and other loans	40	
£		£	
26	Bank, credit card and other financial charges	41	
£	1 2 9 3 . 0 0	£	
27	Irrecoverable debts written off	42	
£		£	
28	Accountancy, legal and other professional fees	43	
£	9 3 6 . 0 0	£	
29	Depreciation and loss or profit on sale of assets	44	
£	5 5 5 9 . 0 0	£	5 5 5 9 . 0 0
30	Other business expenses	45	
£	5 8 7 . 0 0	£	3 5 1 . 0 0
31	Total expenses (total of boxes 17 to 30)	46	Total disallowable expenses (total of boxes 32 to 45)
£	7 1 4 8 6 . 0 0	£	6 4 5 5 . 0 0

Note 4

Note 3

Note 4

Note 5



## Balance sheet

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 100. Read the 'Self-employment (full) notes' for more information.

Assets		Liabilities	
83	Equipment, machinery and vehicles £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 2 7 9 3 3 . 0 0	91	Trade creditors £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 2 0 8 0 . 0 0
84	Other fixed assets £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 3 4 0 3 2 . 0 0	92	Loans and overdrawn bank account balances £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . 0 0
85	Stock and work in progress £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 2 4 5 0 . 0 0	93	Other liabilities and accruals £ <input type="text"/> <input type="text"/> <input type="text"/> 1 4 9 9 9 . 0 0
86	Trade debtors £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 3 1 9 7 . 0 0	<b>Net business assets</b>	
87	Bank or building society balances £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 6 0 8 5 . 0 0	94	Net business assets (box 90 minus (boxes 91 to 93)) £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 5 7 3 4 1 . 0 0
88	Cash in hand £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 7 2 3 . 0 0	<b>Capital account</b>	
89	Other current assets and prepayments £ <input type="text"/> <input type="text"/> <input type="text"/> 7 4 4 2 0 . 0 0	95	Balance at start of period £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 4 7 0 8 0 . 0 0
90	Total assets (total of boxes 83 to 89) £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . 0 0	96	Net profit or loss (box 47 or box 48) £ <input type="text"/> <input type="text"/> <input type="text"/> 2 4 7 4 1 . 0 0
		97	Capital introduced £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 6 7 3 4 . 0 0
		98	Drawings £ <input type="text"/> <input type="text"/> <input type="text"/> 2 1 2 1 4 . 0 0
		99	Balance at end of period £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 5 7 3 4 1 . 0 0

Note 7

Note 8

## Class 2 and Class 4 National Insurance contributions (NICs)

100	If your total profits for 2022–23 are less than £6,515 and you choose to pay Class 2 NICs voluntarily, put 'X' in the box <input type="checkbox"/>	102	Adjustment to profits chargeable to Class 4 NICs £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . 0 0
101	If you're exempt from paying Class 4 NICs, put 'X' in the box <input type="checkbox"/>		