

Example 2 – Harry Cooper Business Services

Profit and loss account for the year ended 30 April 2025

Work done	£82,331	entry in box 15 (3.29)
Interest	£615	entry in box 16 (3.50)
Commission	£133	entry in box 15 (3.29)
	£83,079	
Expenditure		
Staff salaries	£13,955	entry in box 19 (3.51) and see Note 6
Subcontractor expenses	£5,705	entry in box 19 (3.51)
Rent, rates and water	£9,940	entry in box 21 (3.52)
Heat and light	£494	entry in box 21 (3.52)
Printing, stationery and postage	£1,479	entry in box 23 (3.54)
Repairs and computer maintenance	£776	entry in box 22 (3.53)
Insurance	£1,257	see Note 1
Phone	£2,352	entry in box 23 (3.54)
Motor vehicle expenses	£8,286	entry in box 20 (3.55) and see Note 5
Entertaining	£237	entry in box 24 (3.57)
Training courses	£699	entry in box 19 (3.51)
Subscriptions and journals	£312	entry in box 23 (3.54)
Legal and professional fees	£902	entry in box 28 (3.58)
Finance and HP interest	£345	entry in box 26 (3.61)
Bank charges and interest	£2,461	see Note 2
Hire of equipment	£1,248	see Note 3
Cleaning	£692	see Note 4
Sundries	£604	entry in box 30 (3.63)
Depreciation	£3,200	entry in box 29 (3.62)
Loss on sale of vehicle	£900	entry in box 29 (3.62)
	£55,844	
Net profit	£27,235	

Note 1

Insurance includes £758 professional indemnity cover, which is entered in box 28 (box 3.58). The balance includes various items and has been entered in box 21 (box 3.54) in line with general guidance. This treatment will be followed consistently, from year to year.

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 25 and 27 (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 23 (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 21 (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 – continued

Income and expenses for this accounting period

You must fill in this page if your annual turnover was between £90,000 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

If you were registered for VAT, do the figures in boxes 3.29 to 3.64 include VAT?		3.27 <input type="checkbox"/>	or exclude VAT?	3.28 <input type="checkbox"/>	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	£		
					box 3.29 minus (boxes 3.46 + 3.47 + 3.48)		
					3.49	£ 82,464	
					Gross profit/(loss)		
					3.50	£ 615	
					Other income/profits		
Employee costs	3.33	£	5,000	3.51	£	20,359	
Premises costs	3.34	£		3.52	£	11,126	
Repairs	3.35	£		3.53	£	776	
General administrative expenses	3.36	£		3.54	£	5,890	
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	
Bad debts	3.41	£		3.59	£		
Interest and alternative finance payments	3.42	£		3.60	£	1,687	
Other finance charges	3.43	£		3.61	£	1,119	
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	
					Net profit/(loss)		
					3.65	£ 27,235	
					Tax adjustments to net profit or loss for this accounting period		
Disallowable expenses				boxes 3.30 to 3.45		3.66	£ 12,041
Goods taken for personal use and other adjustments (apart from disallowable expenses) that increase profits				3.67		£	
Balancing charges (from box 3.23)				3.68		£	
					boxes 3.66 + 3.67 + 3.68		
Total additions to net profit (deduct from net loss)					3.69	£ 12,041	
Capital allowances (from box 3.22)				3.70		£ 2,062	
Deductions from net profit (add to net loss)				3.71		£ 615	
					boxes 3.70 + 3.71		
					3.72	£ 2,677	
					boxes 3.65 + 3.69 minus box 3.72		
Net business profit for tax purposes for this accounting period (put figure in brackets if a loss)					3.73	£ 36,599	

15 Your turnover – the takings, fees, sales or money earned by your business

£ 8 2 4 6 4 . 0 0

16 Any other business income not included in box 15

£ 6 1 5 . 0 0

16.1 Trading income allowance – read the notes

£ . 0 0

Business expenses

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

Total expenses

If your annual turnover was below £90,000, you may just put your total expenses in box 31

Disallowable expenses

Use this column if the figures in boxes 17 to 30 include disallowable amounts

17 Cost of goods bought for resale or goods used
£ . 0 0

32
£ . 0 0

18 Construction industry – payments to subcontractors
£ . 0 0

33
£ . 0 0

19 Wages, salaries and other staff costs
£ 2 0 3 5 9 . 0 0

34
£ 5 0 0 0 . 0 0

Note 6

20 Car, van and travel expenses
£ 8 2 8 6 . 0 0

35
£ 2 7 0 4 . 0 0

21 Rent, rates, power and insurance costs
£ 1 1 6 2 5 . 0 0

36
£ . 0 0

Notes 1 and 4

22 Repairs and maintenance of property and equipment
£ 7 7 6 . 0 0

37
£ . 0 0

23 Phone, fax, stationery and other office costs
£ 5 3 9 1 . 0 0

38
£ . 0 0

Note 3

24 Advertising and business entertainment costs
£ 2 3 7 . 0 0

39
£ 2 3 7 . 0 0

25 Interest on bank and other loans
£ 1 6 8 7 . 0 0

40
£ . 0 0

Note 2

26 Bank, credit card and other financial charges
£ 1 1 1 9 . 0 0

41
£ . 0 0

27 Irrecoverable debts written off
£ . 0 0

42
£ . 0 0

Note 2

28 Accountancy, legal and other professional fees
£ 1 6 6 0 . 0 0

43
£ . 0 0

29 Depreciation and loss or profit on sale of assets
£ 4 1 0 0 . 0 0

44
£ 4 1 0 0 . 0 0

Note 1

30 Other business expenses
£ 6 0 4 . 0 0

45
£ . 0 0

31 Total expenses (total of boxes 17 to 30)
£ 5 5 8 4 4 . 0 0

46 Total disallowable expenses (total of boxes 32 to 45)
£ 1 2 0 4 1 . 0 0

