

Expenses File

What's included in the file:

Expenses Page and Self Assessment Summary Page

Expenses Page:

- Clear columns for:
 - Date
 - Category (with drop-down list)
 - Description / Vendor
 - Amount (£) (properly formatted)
 - Paid by (Cash / Bank / Card drop-down)
 - Receipt / Invoice (Yes / No drop-down)
 - Notes
- Automatic totals per category (using SUMIF)
- Automatic overall total for the tax year
- Wide columns and bold headers so it's easy to read and accountant-friendly

How to use it

1. Download and open the file in Excel.
2. Start entering expenses from row 2 downwards.
3. Use the drop-downs so categories stay consistent.
4. Keep receipts (digital is fine) and mark Yes/No.
5. At the end of the tax year, your totals are already done for Self Assessment.

Recommended next steps (optional but professional)

- Duplicate the file for each tax year (e.g. 2025–26, 2026–27)
- Or add extra sheets for each month if you prefer monthly tracking
- Save receipts in a folder with the same tax year name

What the Self Assessment Summary page does

This sheet is designed to match how HMRC asks for expenses on your **Self Assessment return**, so you (or your accountant) can copy figures across easily.

HMRC-style categories included

- **Cost of goods bought for resale or goods used**
(Treats, consumables, poo bags, dog supplies)
- **Car, van and travel expenses**
(Fuel, parking, transport – business use only)
- **Advertising and marketing**
(Website, hosting, flyers, ads)
- **Office costs**
(Phone, software, admin, banking fees)
- **Training, professional fees and insurance**
(Courses, CPD, memberships, insurance)
- **Other allowable business expenses**
(Uniform, client-related costs, misc.)

Each line **automatically totals** from the main *Expenses* sheet using formulas.

At the bottom you'll see:

- **TOTAL EXPENSES** – the figure you'll usually need for HMRC
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How to use it in practice

1. **Only enter expenses on the “Expenses” tab**
(Never type directly into the summary totals.)
 2. Categorise each expense using the drop-downs.
 3. The **Self Assessment Summary updates automatically**.
 4. At tax return time, use the summary page to complete HMRC or send it to your accountant.
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Professional tip (important)

HMRC doesn't care how neat your spreadsheet is — they care that:

- Categories make sense
- Totals are accurate

- You have receipts

This setup gives you **all three**, and it's accountant-friendly.