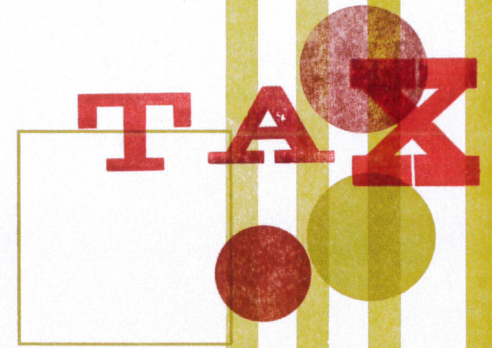


Rosemoore + Co

Chartered Certified Accountants



Accountants, Tax And Business Advisors

Tax Deductible Expenses Checklist for Limited Companies

1 Employee Costs

- | | | |
|------------------------------|--------------------------------|----------------------------|
| a. Wages and ancillary costs | c. Staff training | e. Subcontractors |
| b. Staff welfare | d. Staff pension contributions | f. Director's remuneration |

2 Advertising and Marketing

- | | | |
|----------------------|--------------|---------------|
| a. Advertising | b. Marketing | c. Promotions |
| b. Brochures /Flyers | | |

3 Office Premises Costs

- | | | |
|--------------------|--------------|----------------|
| a. Rent | d. Cleaning | g. Tea, coffee |
| b. Rates and water | e. Insurance | |
| c. Lights and heat | f. Repairs | |

4 General Administration Expenses

- | | | |
|-------------------------------------|-----------------------------------|-------------------------|
| a. Printing, postage and stationery | e. Office internet | i. Repairs and renewals |
| b. Repairs and renewals | f. Home phone (business use only) | j. Books and Magazines |
| c. Photocopying expenses | g. Mobile phone | k. Trade subscriptions |
| d. Telephone and Fax | h. Computer and software | |

5 Working From Home

- a. Electricity b. Gas

If your home is the heart of your business, you're able to claim a percentage of your household costs and utility bills. This cost could be claimed as a rate of £4 per week or by working out what rooms you use for your business needs and the amount of time they're used for work purposes. You're also able to claim the costs of lighting, heating, postage and printing costs and accountancy and legal services— as long as they're used solely for business purposes.

6 Motor Expenses (Business Vehicles Used Solely for Business Purpose)

- | | | |
|----------------------------|------------------------------|--|
| a. Fuel | f. Parking expenses | * If you use your own vehicle for business reasons, you can claim HMRC's standard mileage rates - Currently 45p/mile (first 10,000 miles) and 25p per mile thereafter. |
| b. Motor vehicle insurance | g. Congestion/ Toll charges | |
| c. Repairs | h. Vehicle leasing or rental | |
| d. MOT | i. Mileage allowance* | |
| e. Valeting | j. Road tax | |

7 Travel and Subsistence (Solely for Business Purpose)

- | | |
|-----------------------------------|-------------------------|
| a. Hotel, flights and subsistence | c. Train fares |
| b. Taxi | d. Subsistence expenses |

8 Legal and Professional Expenses

- | | | |
|------------------------------------|--------------------|-------------------------------------|
| a. Legal fees (restrictions apply) | c. Accountancy fee | d. Professional indemnity insurance |
| b. Company secretarial services | d. Bookkeeping fee | |

9 Finance Costs

- | | | |
|------------------------|-------------------------------|-------------------------------------|
| a. Bank charges | c. Interest on business loans | e. Bad or doubtful debts |
| b. Credit card charges | d. Interest on hire purchase | f. Interest on business over drafts |

10 Tax Allowances (Capital Allowances on Business Equipment)

- | | | |
|--------------------|-----------------------|--------------------------|
| a. Computers | c. Printers, scanners | e. Cabinets, shelves etc |
| b. Trade equipment | d. Office desks | |

11 Tax Allowances (Capital Allowances on Motor Vehicles)

Tax allowances available for business vehicles excluding private use.

We would not claim that the above list is exhaustive or necessarily applicable to all companies.

Stop Paying Too Much Tax!

CALL US TODAY! FOR FREE INITIAL CONSULTATION.

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