



# DRIVERTAX

## Drivertax Weekly Record Sheet.

Week No:	Commencing:
----------	-------------

	Date	INCOME		EXPENSE
		Cash Takings	Accounts	Fuel (Cost of Sales)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>TOTALS</b>				

<u>EXPENDITURE</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
Car Hire/ Rental (not loan payments)		
Circuit Rent (or operator commission)		
Motor Expenses (servicing, tyres, oil, etc)		
Insurance		
Car Washing		
Parking		
Subsistence (food at work)		
PCO Licensing or other licensing costs		
Home office costs		
Advertising, Stationery, Printing		
Other Travel Costs		
Uniform		
Sundries		
Mobile (what % is personal use)		

Get Receipts At All Times  
 Keep All Your Account Sheets In Order For Collection With The Cash Takings Sheet. It is important to obtain and retain receipts for your records.