

## WEEKLY INCOME & EXPENSE RECORD

Company Name:
Director's Name:
Week Ending:
Vehicle Used:

	MON	TUE	WED	THU	FRI	SAT	SUN
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Contractor's Name
Site

Mileage							
<b>Income</b> Received							
Amount Banked							

<b>Expenses</b>		MON	TUE	WED	THU	FRI	SAT	SUN
Small Tools	Cash							
	Chq							
Materials	Cash							
	Chq							
Parking	Cash							
	Chq							
Travelcards/Fares	Cash							
	Chq							
Phone/cards/callbox	Cash							
	Chq							
Printing/Post/Stat	Cash							
	Chq							
Trade Magazines	Cash							
	Chq							
Van Expenses	Cash							
	Chq							
Protective Clothing	Cash							
	Chq							
Other - Please Specify	Cash							
	Chq							
Other - Please Specify	Cash							
	Chq							

<b>IMPORTANT NOTES</b>	Tick
1) All income received whether cash or cheque to be recorded in the 'Amount Received' column.	
2) Record only the amount paid into the bank in the 'Amount Banked' column.	
3) Attach payslip/advice note from earnings for the week.	
4) Attach CIS statements if applicable.	
5) Estimated amounts are not acceptable.	
6) Wherever possible obtain invoice/receipt for each item of expenditure and attach to this sheet. If an item is paid by cheque please write the cheque number on the invoice.	
7) Attach any bank statements which have been received.	

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