

## Keeping business records

Fill in the weekly accounts book for Sole Trading and work out the balance at the end of the month.

w/b 04/02	Cashbook Details	Income		Expenditure	
		£	p	£	p
	Balance carried forward from previous week	168	38		
	Start-up grant	50	00		
	Total weekly sales (online)				
	Total weekly sales (direct)				
	Rent (weekly)				
	Stock	199	99		
	Public liability insurance			20	00
	Mobile broadband connection			18	99
	Diesel				
	<b>TOTAL</b>				
<b>Balance</b>	<b>Income minus expenditure</b>				

Sales receipt Highstile garage	
Description	Cost
Diesel	£35.00
<b>Total</b>	<b>£35.00</b>

Online sales:  
 Mon 4: £49.98  
 Tues 5: £60.99  
 Thurs 7: £39.99

Rent receipt High Cross Farm car boot	
Description	Cost
2 days rent (£15 per day)	£30.00
<b>Total</b>	<b>£30.00</b>

Car boot sales:  
 Sat 9: £75.99  
 Sun 10: £40.99