

Supplementary Information to VO 6048 form (Part B)

INCOME AND EXPENDITURE (Additional Information)

Accounting Years

To year ending	31/03/2006	31/03/2007	31/03/2008
or substitute your financial year end:	(...../...../.....)	(...../...../.....)	(...../...../.....)

INCOME (additional information)

Income from other charges (e.g. laundry, meal provision, fishing, golf); Show amounts for each item:-

(1)	£	£	£
(2)	£	£	£
(3)	£	£	£
(4)	£	£	£
(5)	£	£	£
(6)	£	£	£
Other Income (brought forward from attached sheet)	£	£	£
TOTAL INCOME FROM OTHER CHARGES	£	£	£

EXPENDITURE (additional information)

Wages & National Insurance

Name	Role			
(1)		£	£	£
(2)		£	£	£
(3)		£	£	£
(4)		£	£	£
(5)		£	£	£
(6)		£	£	£
(7)		£	£	£
(8)		£	£	£
(9)		£	£	£
(10)		£	£	£
Other Employees (brought forward attached sheet)		£	£	£
TOTAL WAGES AND NATIONAL INSURANCE		£	£	£

Other Expenditure

(1)	£	£	£
(2)	£	£	£
(3)	£	£	£
(4)	£	£	£
(5)	£	£	£
(6)	£	£	£
(7)	£	£	£
(8)	£	£	£
(9)	£	£	£
(10)	£	£	£
Other Expenditure (brought forward from attached sheet)	£	£	£
TOTAL OF OTHER EXPENDITURE	£	£	£

DECLARATION

To the best of my knowledge and belief the information supplied in this document is correct and complete

Name (In capitals)

Signature

Date

Capacity in which signed

eg Owner/Occupier/Agent

The nature of the information requested by, and the format of this form have been agreed between the VOA and FoNSCA.

Supplementary Information to VO 6048 form (Part B)

INCOME AND EXPENDITURE

Enter income and expenditure for years ending 31 March (or nearest accounting year).

All figures entered MUST BE EXCLUSIVE OF VAT.

If you are to provide copies of certified accounts for any of years shown, these should be returned together with this form. If accounts are enclosed, you need not complete this section. If you require their return please tick box . Income from telephone, laundry, fishing, sale of electricity/gas/logs etc must be shown as separate amounts and **excluded from letting income**.

When a property is let through an agency the income MUST include any agent's commission and/or booking fees with the commission and/or booking fees shown separately under expenditure.

Accounting Years

To year ending	31/03/2006	31/03/2007	31/03/2008
or substitute your financial year end:	(...../...../.....)	(...../...../.....)	(...../...../.....)

INCOME

Letting income	£	£	£
Income from service provision, e.g. electricity, gas, logs etc,	£	£	£
Income from other charges (e.g. laundry, meal provision, fishing, golf); Show separate amounts for each item on additional sheet:-	£	£	£
TOTAL INCOME:	£	£	£

EXPENDITURE

Under 'Wages & National Insurance' list on separate sheet: employee name, their role (e.g. cleaner, gardener etc) and amount paid to each.

Wages & National Insurance	£	£	£
Electricity, Gas, Water, Logs	£	£	£
Repairs, Renewals & Maintenance	£	£	£
Insurances (Contents, Building, Public Liability)	£	£	£
Commission paid to a letting agency or other agent	£	£	£
Advertising (inc website) costs	£	£	£
Printing costs (brochures, letterheads, invoices etc)	£	£	£
Subscriptions & Fees (trade associations, tourist board grading, etc)	£	£	£
Telephone, BroadBand, Stationery, Postage	£	£	£
Laundry / Dry Cleaning / Carpet Cleaning	£	£	£
TV (inc Satellite or cable) - Rental & Licences	£	£	£
Travelling & Motor Expenses	£	£	£
Depreciation (Contents, Fixtures & Fittings)	£	£	£
Depreciation (Buildings)	£	£	£
Bookkeeping / Accountancy Fees	£	£	£
Bank Charges (excluding interest)	£	£	£
Rent paid (where applicable)	£	£	£
Business Rates paid	£	£	£
Other expenditure (specify items individually or on separate sheet)			
(1)	£	£	£
(2)	£	£	£
(3)	£	£	£
Other expenditure (specify items on separate sheet)	£	£	£
TOTAL EXPENDITURE:	£	£	£

Total Income less Total Expenditure:	£	£	£
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Tick boxes below to indicate additional sheets attached or enclosed to support above figures

See attached: Income from other charges ; Wages and National Insurance ; Other expenditure
Copies of certificated accounts enclosed for years shown above .

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