

# STEEDMAN

CHARTERED CERTIFIED ACCOUNTANTS

## www.steedman.co.uk

# 0131 556 8595

Call Us Before They Call You



Use our website to keep up to date with all the latest tax and accountancy news from around the UK. Remember that if you run into any tax problems make sure you Call Us Before They Call You.

**Are you covered? Have you got your professional tax investigation insurance cover? If not call us.**

Specialist tax advisors to the taxi trade throughout the UK  
Helpline – Call 0131 556 8595  
Free accounts taxi books for our clients  
Accounts preparation  
Self assessment advice  
Tax advice / enquiries  
Loss claims prepared  
Cash flow projections  
Taxi plate protection

NAME \_\_\_\_\_ CLIENT CODE \_\_\_\_\_

START DATE					
	DAY	MONTH	YEAR		

END DATE					
	DAY	MONTH	YEAR		

Registered in Scotland No SC308700



Steedman Ltd

Head Office

3 Queen Street Edinburgh EH2 1JE

0131 556 8595

enquiries@steedman.co.uk

steedman.co.uk

Steedman Ltd

9 Beaumont House

Redburn Road, Westerhope

Newcastle-Upon-Tyne NE5 1NB

enquiries@steedman.co.uk

steedman.co.uk

“Since 1987, we’ve been providing tax consultancy and accountancy for taxi drivers and owners. We’ve got offices in Edinburgh and Newcastle and we’re the local choice for the taxi trade in Scotland and the North East of England. I’ve been involved in the taxi trade for years and we’ve always enjoyed a special relationship with the taxi business since our formation. We thank you for your custom and wish you every success in your business future.”

Ricky Steedman

### GUIDANCE NOTES

Always obtain a receipt for all expenses including fuel

Takings means the total fares and tips received before deducting fuel

Takings and fuel should be recorded daily and all other expenses recorded weekly

### PLEASE REMEMBER

Without proper accounts it is impossible to raise loans for business or personal purposes such as buying a house or to recover uninsured losses in the event of an accident.

When you have completed all 52 weeks, take this book together with all supporting invoices and bank records to one of our offices, see back cover.



Week no	Commencing / /		
<b>TAKINGS</b>	<b>INCOME</b>	<b>FUEL &amp; OIL</b>	<b>OUTGOINGS</b>
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
Sunday		Sunday	
<b>SUB-TOTAL</b>		<b>SUB-TOTAL</b>	
Drivers rental		Cab Hire/Lease	
<b>TOTAL (income)</b>		Radio Rental	
<b>TOTAL (outgoings)</b>		Meter Rental	
<b>TOTAL NET</b>		Council Fees	
		Repairs & Servicing	
		Tyres	
		Cleaning	
		Insurance	
		Road Tax	
		Bank	
		Loans	
		Self (Drawings)	
		Other <i>Please specify</i>	
		<b>TOTAL (outgoings)</b>	

*Deduct total outgoings from total income for net weekly*

### NOTES

