Read This First

This page is for you. It explains what to record and why it matters.

Why keep an expense log

Every allowable expense you record reduces your taxable profit, and every one you forget is money given away. Many self-employed cleaners under-claim, not because they are cautious, but because the receipts are in a carrier bag in the boot and nobody wants to face it in January.

A log you fill in as you go turns that into ten minutes a month. At the end of the tax year, the totals are already there.

What you can usually claim

Products and supplies. Cleaning products, cloths, bin bags, gloves, anything used up doing the work.

Equipment. Vacuum, mop, steam cleaner, caddy, and repairs to them.

Workwear. Uniform, branded clothing, protective footwear and gloves. Not everyday clothes.

Insurance. Public liability and any business cover.

Phone and internet. The business share of your bill.

Software and subscriptions. Business apps, accounting or bookkeeping tools, website hosting.

Marketing. Flyers, business cards, adverts, signage on the car.

Professional fees. Accountant, DBS check, training courses relevant to your work.

Bank and payment fees. Business account charges, card and Direct Debit processing fees.

Working from home. A share of household costs for doing your admin at home, or HMRC's flat rate.

Mileage is claimed separately using the flat rate per mile, so it does not go on this log. Use the free Mileage Log for that. For the full list and the rules on mixed-use items, see "What Expenses Can Self-Employed Cleaners Claim?" on the Clarito website.

How to use this log

- **Page 2** is the monthly log. Print one per month. Record each expense on the day, or once a week from your receipts and bank statement.
- Write the date, who you paid, what it was for, the category, and the amount. Tick the receipt box when you have the receipt filed or photographed.
- For mixed-use items like your phone, record only the business share in the Amount column, and note the full bill and the percentage in the description. That way the totals are correct without any adjusting later.
- **Page 3** is the annual summary. At the end of each month, total the log by category and write one line. At the end of the tax year, the bottom row plus your mileage figure is your expenses total for your tax return.
- Keep receipts. A photo on your phone is fine. HMRC can ask to see records for up to five years after the filing deadline.

A note on this log

This is a general record-keeping template, not tax advice. Rules change and some items depend on your circumstances; check HMRC's current guidance or ask an accountant if you are unsure what you can claim.

If you use Clarito, expenses are logged in the app, categorised, and totalled on the Finance page alongside income, mileage and your tax estimate.

Monthly Expense Log

One line per expense. Print one sheet per month.

Month: _____ **Tax year:** _____ **Name:** _____

Date	Paid to	What it was for	Category	Amount	Receipt
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					☐
			Total this month		

Categories: Products, Equipment, Workwear, Insurance, Phone, Software, Marketing, Fees, Bank, Home, Other.

Annual Expense Summary

One line per month, totalled by category. The bottom row is your figure for the year.

Tax year: _____ **Name:** _____

Month	Products	Equipment	Insurance	Phone	Software and marketing	Other	Month total
April							
May							
June							
July							
August							
September							
October							
November							
December							
January							
February							
March							
Year total							

Workwear, professional fees, bank charges and working from home all go under Other. Add your mileage deduction from the Mileage Log annual summary to the year total to get your full expenses figure.

Notes