Clarito

Free Cleaner Expenses Kit

✓ **Free download** ✓ **No sign-up required**

2026/27 tax year (6 April 2026 to 5 April 2027)

Self-Employed Cleaner Expenses Checklist

Tick each category as you record expenses. Keep a receipt or photo for everything you claim.

Every category you track is tax you don't overpay.

Name: _____

- ☐ **Cleaning products** — Sprays, cloths, consumables
- ☐ **Equipment** — Vacuum, mop, buckets, caddy
- ☐ **Replacement equipment** — Like-for-like replacements
- ☐ **Branded uniform (where allowable)** — Everyday clothing does not count
- ☐ **PPE** — Gloves, masks, safety footwear
- ☐ **Public liability insurance**
- ☐ **Vehicle insurance (business use)** — If not claiming mileage rate
- ☐ **Mileage** — 55p/mile first 10,000, then 25p (2026/27)
- ☐ **Parking** — For business journeys
- ☐ **Business phone** — Business share of costs
- ☐ **Internet** — Business share of costs
- ☐ **Website** — Hosting, domain
- ☐ **Advertising** — Leaflets, ads, business cards
- ☐ **Business software** — Scheduling, invoicing, bookkeeping
- ☐ **Accountant** — Fees for business accounts
- ☐ **Bank charges** — Business account fees
- ☐ **Training** — Maintaining or updating skills
- ☐ **Professional memberships** — Trade organisations
- ☐ **Office supplies** — Stationery, ink, postage
- ☐ **Working from home** — Use-of-home for admin

Monthly Expense Tracker

One line per purchase, recorded the day it happens. Photograph the receipt before it fades.

Month: _____

Date	Supplier	Category	Amount	Payment method	Receipt saved
					☐
					☐
					☐
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					☐
					☐
					☐

Total expenses this month: _____

Tip: print one of these per month and staple the receipts behind it, or keep the same columns in a spreadsheet.

Mileage Log

Business journeys between clients, recorded on the day you make them.

HMRC approved mileage rates, cars and vans, 2026/27

55p per business mile for the first 10,000 miles | 25p per business mile after 10,000 miles

Travelling between clients usually counts as business mileage. Ordinary commuting to a permanent workplace does not.

Date	Journey (from and to)	Purpose	Miles

Total business miles: _____

Tip: 8,000 business miles at the 2026/27 rate is a £4,400 deduction. Record every journey; they add up.

Monthly Tax Checklist

Ten minutes at the end of each month keeps Self Assessment stress-free all year.

Month: _____

- [ ] **Income recorded**
  Every payment logged against the right client
- [ ] **Expenses recorded**
  Every purchase on the tracker, no gaps
- [ ] **Mileage updated**
  Log complete for the month, miles totalled
- [ ] **Receipts saved**
  Photographed or filed, matched to the tracker
- [ ] **Invoices issued**
  Nothing completed but unbilled, nothing unpaid past its due date
- [ ] **Tax money transferred**
  20 to 25% of profit moved to your set-aside account
- [ ] **Bank reconciled**
  Business account matches your records
- [ ] **Ready for Self Assessment**
  If HMRC asked today, this month would be ready

Notes and things to chase next month