Schedule of Claimable Expenses

Here is a list of Expenses that you can claim, not exhaustive. You can create column headings in your cash book or label A4-sized envelopes to keep your receipts. Do this for each tax year.

1. Spotlight directory.
2. Photographs.
3. Travel expenses.
4. Accommodation & meals.
5. Telephone - mobile and overseas phones plus some home landline.
6. Internet and broadband.
7. Postage.
8. Printing & stationery.
9. Trade books, magazines, sheet music.
10. DVDs, CDs, downloads, tapes, videos.
11. Professional visits - theatres, cinemas, conferences etc.
12. Make up, toiletries & hairdressing.
13. Professional classes - massage course, dance, singing & acting classes.
14. Rehearsal, audition, and appearance wear.
15. Laundry, cleaning, and maintenance.
16. Equipment repairs and maintenance.
17. Cosmetic treatments - cosmetic dentistry.
18. Gifts and Gratuities
19. Use of home as studio.

Keep bank statements and highlight important transactions, which can be used in place of invoices and expenses.

Keep payslips, P45’s, P60’s, as they have vital information for completing the Employment section of your tax return.

Keep Agent statements, as they have full breakdown of fees receivable, pension deductions, agents’ commission, and other deductions, which make up the amount banked.

Remember to keep all tax return information for at least 6 full tax/financial years.

For further info and assistance, please contact

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