MTD 4Subbies

CIS HMRC Compliant

BONUS 4

Monthly Income & EXPENSE LOG

Your tax return, already half done



12 monthly pages

Yearly summary

Mileage log

How to use this log

Five minutes a week. By April, your return figures are already added up.

1 **Every Friday: money in**
Write each payment received: date, customer or invoice number, amount.

2 **Every Friday: money out**
Write each business cost and its group from sheet 16 (materials, travel, office...).

3 **Move your tax %**
Transfer 20–30% of the week's income to your TAX pot and note the total.

4 **Month end: totals**
Add up the month and copy the totals into the yearly summary.

5 **After 5 April: the return**
The yearly summary gives you turnover and expenses for sheet 25.

Prefer digital?
Copy the same columns into a spreadsheet. If you're in Making Tax Digital, use your software instead – it does this for you.

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BONUS 4 · MONTHLY LOG

April 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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May 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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June 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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July 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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August 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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September 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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October 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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BONUS 4 · MONTHLY LOG

November 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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BONUS 4 · MONTHLY LOG

December 2026

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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BONUS 4 · MONTHLY LOG

January 2027

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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BONUS 4 · MONTHLY LOG

February 2027

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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March 2027

Fill this in during your 5-minute Friday routine. At month end, copy the totals into the yearly summary.

1 Money in

Date	Customer / invoice no.	Amount

2 Money out

Date	What it was	Group	Amount

£	£	£	mi
money in	money out	moved to tax pot	business miles / home hours

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BONUS 4 · MONTHLY LOG

Yearly summary 2026/27

Your 12 months on one page – the figures you'll type into the return.

Month	Money in	Money out	Profit	Tax pot
April				
May				
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
TOTAL				

Turnover = the Money in total

Expenses = the Money out total. Under £90,000 turnover you can enter expenses as one figure (sheet 25).

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BONUS 4 · MONTHLY LOG

Mileage log

Business trips only – not your daily commute to the same workplace. 55p a mile for the first 10,000 miles by car or van in 2026/27.



Date	From → To	Why (client, site, supplier)	Miles

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BONUS 4 · MONTHLY LOG

Home-working hours

Write the hours you worked from home each month and the flat rate it gives you (sheet 18).

Hours a month	25–50	51–100	101+
Flat rate	**£10**	**£18**	**£26**

Month	Hours at home	Flat rate	Month	Hours at home	Flat rate
April			October		
May			November		
June			December		
July			January		
August			February		
September			March		

£

flat rate for the year
Add the 12 months

%

phone & internet business share
Claimed separately (sheet 20)