

DAILY GROSS SALES RECORD

Name of Business : _____

Year: _____

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
Total												

Grand Total (\$)

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MONTHLY SALARY & WAGES RECORD

Name of Business : _____

Month: _____

S/n	Name of Assistant/Helper	NRIC/M'sia IC/Fin/WP No.	Salary/Wages (\$)	CPF Payable (\$)		Skills Development Levy (SDL) (\$)	Foreign Worker Levy (FWL) (\$)
				Employee	Employer		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Total					Total		

BUSINESS EXPENSES RECORD

Name of Business : _____

Year: _____

Type of Expense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cost of Ingredients												
<u>Business Expenses</u>												
Rental paid for stall												
Property tax paid for stall ¹												
Utilities												
Gas												
Conservancy charges												
Hawker refuse fees												
Delivery and transport charges												
Salary/Wages for assistants/helpers												
Employer's CPF contributions for assistants/helpers												
Other running expenses of the stall:												
Total												

Total Business Expenses (\$)

Note:-

¹ You may record the annual property tax paid as one lump sum in the month that you are billed. In this case, it is not necessary for you to give monthly breakdown of the expenses.

STATEMENT OF ACCOUNTS - HAWKERS/STALL HOLDERS

NAME OF BUSINESS: _____
 BUSINESS ADDRESS : _____

FOR PERIOD FROM to

	\$	\$
Gross Sales (a)	<input type="text"/>	
Add: Rental Received From Stall (b)	<input type="text"/>	
Revenue (c) = (a) + (b)		<input type="text"/>
Less: Cost of Ingredients (d) <i>(for eg, the cost of kway teow mee if you are selling char kway teow)</i>	<input type="text"/>	
Gross Profit (e) = (c) - (d)		<input type="text"/>
Less: Allowable Business Expenses		
<i>(please refer to the section on "Claiming of deduction on non-deductible expenses" to ensure that you do not claim any non-allowable expense)</i>		
Rental paid for stall	<input type="text"/>	
Property Tax paid for stall	<input type="text"/>	
Utilities	<input type="text"/>	
Gas	<input type="text"/>	
Conservancy Charges	<input type="text"/>	
Hawker Refuse Fees	<input type="text"/>	
Delivery and Transport Charges	<input type="text"/>	
Salary/Wages for Assistants/Helpers	<input type="text"/>	
Employer's CPF contributions made for Assistants/Helpers	<input type="text"/>	
Capital Allowances	<input type="text"/>	
Other Running Expenses of the Stall <i>(please indicate the nature and breakdown below)</i>		
i) _____	<input type="text"/>	
ii) _____	<input type="text"/>	
iii) _____	<input type="text"/>	
iv) _____	<input type="text"/>	
Total Allowable Business Expenses (f)		<input type="text"/>
Adjusted Profit (g) = (e) - (f)		<input type="text"/>

SUMMARY (Amounts to be declared in Internet Filing/Income Tax Form)

4-line Statement

Revenue (c)
 Gross Profit (e)
 Allowable Business Expenses (f)
 Adjusted Profit/Loss (g)

Name of taxpayer: _____

Signature : _____