



Partnership Trading and Professional Income

for the year ended 5 April 2017 (2016-17)

EXTRA PAGES

Fill in these pages if:

- you have ticked the 'Yes' box in Q3 on page 2 of the Partnership Tax Return (because your partnership business included a trade or profession at any time between 6 April 2016 and 5 April 2017), and
- the partnership carried on more than one trade or profession, or had accounts made up to more than one date in the year ended 5 April 2017

Give details of the first trade or profession (or account) in pages 2 to 5 of the Partnership Tax Return. Fill in a separate set of these extra pages for second (and more) trades or professions (or accounts).

Box numbers 3.3, 3.6, 3.74 to 3.81, 3.85 to 3.92, and 3.94 to 3.96 are not used.

Partnership details

Name of business

3.1

Description of partnership trade or profession

3.2

Accounting period - read the notes in the Partnership Tax Return Guide, go to www.gov.uk/self-assessment-forms-and-helpsheets

Start

3.4

End

3.5

- Date of commencement (if after 5 April 2016)

3.7

- Tick box 3.11 if the partnership's accounts do not cover the period from the last accounting date (explain why in the 'Additional information' box, box 3.116, on page PT 3)

3.11

- Date of cessation (if before 6 April 2017)

3.8

- Tick box 3.12 if your accounting date has changed (only if this is a permanent change and you want it to count for tax)

3.12

- Tick box 3.9 if you used the 'cash basis', money actually received and paid out, to calculate your income and expenses - [read the notes](#)

3.9

- Tick box 3.13 if this is the second or further change (explain why you have not used the same date as last year in the 'Additional information' box, box 3.116, on page PT 3)

3.13

- Tick box 3.10 if you do not need to complete boxes 3.14 to 3.93 and boxes 3.99 to 3.115

3.10

Capital allowances – summary

	Capital allowances	Balancing charges
• Annual Investment Allowance (include any balancing charges in box 3.17 below)	3.13A £	
• Zero-emission goods vehicle allowance	3.14 £	3.15 £
• Capital allowances at 18% on equipment, including cars with lower CO ₂ emissions	3.14A £	3.15A £
• Capital allowances at 8% on equipment, including cars with higher CO ₂ emissions	3.16 £	3.17 £
Boxes 3.18 and 3.19 are not used		
• 100% and other enhanced capital allowances claimed (you must make separate calculations). (Claims to and balancing charges arising on Business Premises Renovation Allowance must also be included in boxes 10.4 and 10.5 respectively.)	3.20 £	3.21 £
Total capital allowances/balancing charges	total of column above 3.22 £	total of column above 3.23 £

Income and expenses for this accounting period

If your annual turnover was **below £83,000** (or would have been if you had traded for the whole year) **fill in boxes 3.24 to 3.26 instead of page PT 2.**

If your annual turnover was **between £83,000 and £15m** (or would have been if you had traded for a whole year) **ignore boxes 3.24 to 3.26. Now fill in page PT 2.**

If the combined annualised turnover from **all** of your activities was **more than £15m**, **fill in boxes 3.24 to 3.26 and send in partnership accounts and computations as well.**

In all cases, complete box 3.83 or box 3.84 on page PT 3, and the other boxes on pages PT 3 and PT 4 if applicable.

• Turnover, including other business receipts, and goods etc, taken for personal use (and balancing charges from box 3.23)	3.24 £
• Expenses allowable for tax (including capital allowances from box 3.22)	3.25 £
Net profit for this accounting period (put figure in brackets if a loss)	box 3.24 minus box 3.25 3.26 £

TRADING AND PROFESSIONAL INCOME – for the year ended 5 April 2017 continued

Income and expenses for this accounting period

You must fill in this page if your annual turnover was between £83,000 and £15m. If the combined annualised turnover from all of your activities was more than £15m, fill in boxes 3.24 to 3.26 on page PT 1 and send in the partnership accounts and computations as well. In all cases, complete box 3.83 or box 3.84 on page PT 3, and the other boxes on pages PT 3 and PT 4 if applicable. Read the notes before filling in this section.

If you were registered for VAT, do the figures in boxes 3.29 to 3.64 include VAT?

3.27

or exclude VAT?

3.28

Sales/business income (turnover)

3.29

£

Disallowable expenses included in boxes 3.46 to 3.63

Total expenses

• Cost of sales	3.30	£	3.46	£
• Construction industry subcontractor costs	3.31	£	3.47	£
• Other direct costs	3.32	£	3.48	£

box 3.29 minus (boxes 3.46 + 3.47 + 3.48)

Gross profit/(loss)

3.49

£

Other income/profits

3.50

£

• Employee costs	3.33	£	3.51	£
• Premises costs	3.34	£	3.52	£
• Repairs	3.35	£	3.53	£
• General administrative expenses	3.36	£	3.54	£
• Motor expenses	3.37	£	3.55	£
• Travel and subsistence	3.38	£	3.56	£
• Advertising, promotion and entertainment	3.39	£	3.57	£
• Legal and professional costs	3.40	£	3.58	£
• Bad debts	3.41	£	3.59	£
• Interest and alternative finance payments	3.42	£	3.60	£
• Other finance charges	3.43	£	3.61	£
• Depreciation and loss/(profit) on sale	3.44	£	3.62	£
• Other expenses including partnership charges	3.45	£	3.63	£

Put the total of boxes 3.30 to 3.45 in box 3.66 below

Total expenses

boxes 3.51 to 3.63

3.64

£

Net profit/(loss)

boxes 3.49 + 3.50 minus 3.64

3.65

£

Tax adjustments to net profit or loss for this accounting period

• Disallowable expenses	3.66	£
• Goods, etc taken for personal use and other adjustments (apart from disallowable expenses) that increase profits	3.67	£
• Balancing charges (from box 3.23)	3.68	£

boxes 3.30 to 3.45

Total additions to net profit (deduct from net loss)

boxes 3.66 + 3.67 + 3.68

3.69

£

• Capital allowances (from box 3.22)	3.70	£
• Deductions from net profit (add to net loss)	3.71	£

boxes 3.70 + 3.71

3.72

£

Net business profit for tax purposes for this accounting period (put figure in brackets if a loss)

boxes 3.65 + 3.69 minus box 3.72

3.73

£

TRADING AND PROFESSIONAL INCOME – for the year ended 5 April 2017 continued

■ Taxable profit or loss for this accounting period

- Adjustment on change of basis

3.82 £

Copy this figure to box 11A in the Partnership Statement

Net profit for this accounting period (if loss, enter '0' here) from box 3.26 or box 3.73

3.83 £

Copy this figure to box 11 in the Partnership Statement

Allowable loss for this accounting period (if profit, enter '0' here) from box 3.26 or box 3.73

3.84 £

Copy this figure to box 12 in the Partnership Statement

Tick box 3.93 if the figure in box 3.83 or box 3.84 is provisional

3.93

■ Subcontractors in the construction industry

- Deductions on payment and deduction statements from contractors – construction industry subcontractors only

3.97 £

Copy this figure to box 24 in the Partnership Statement

■ Tax taken off trading income

- Tax taken off trading income (excluding deductions made by contractors on account of tax)

3.98 £

Copy this figure to box 24A in the Partnership Statement

Read the notes if you are a 'CT Partnership'

3.116 Additional information

TRADING AND PROFESSIONAL INCOME – for the year ended 5 April 2017 continued

■ Summary of balance sheet for this accounting period

Leave these boxes blank if you do not have a balance sheet or your annual turnover is more than £15m.

Assets	● Plant, machinery and motor vehicles	3.99	£	
	● Other fixed assets (premises, goodwill, investments, etc)	3.100	£	
	● Stock and work in progress	3.101	£	
	● Debtors/prepayments/other current assets	3.102	£	
	● Bank/building society balances	3.103	£	
	● Cash in hand	3.104	£	
				boxes 3.99 to 3.104
				3.105 £
Liabilities	● Trade creditors/accruals	3.106	£	
	● Loans and overdrawn bank accounts	3.107	£	
	● Other liabilities	3.108	£	
				boxes 3.106 to 3.108
				3.109 £
				box 3.105 minus box 3.109
Net business assets (put the figure in brackets if you had net business liabilities)				3.110 £

Represented by partners' current and capital accounts

● Balance at start of period*	3.111	£		
● Net profit/(loss)*	3.112	£		
● Capital introduced	3.113	£		
● Drawings	3.114	£		
				boxes 3.111 to 3.113 minus box 3.114
● Balance at end of period*			3.115 £	

* If the capital account is overdrawn, or the business made a net loss, put the figure in brackets.

Box 3.116 'Additional information' is on page PT 3.

■ Partnership trade charges

● Net partnership charges paid in the period 6 April 2016 to 5 April 2017 (not the accounting period)	3.117	£
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