



KPI		Refunds should be entered as a positive figure	
		CL appts, NHS appts, Private appts and Other appt should add up to total appts booked	
		DD income in the last Sunday of the month as CL sales and other professional fees	
		Commission for audiology/Corporate etc. in 2nd Sunday of the month if not already included in KPIs	
Supplier invoices		List all invoices either individually or monthly statement - include anything that will be sold	
		Any shipment costs e.g. DHL, Fedex	
Occupancy Costs	Rent	Add as annual figure in Jan	These figures should be added as an annual value at the start of the year. When the new bill comes to practice add the new annual value in and delete the new figure out for historic months and old figure out for future months.
	Rates	Add as annual figure in Jan	
		If not rateable leave as zero	
	Insurance	Add as annual figure in Jan	
		FODO, AOP etc does not go here	
	Utilities	Should include Gas, Electricity and Water as relevant Add DD figure at regular intervals i.e. monthly, quarterly, half yearly	
	Maintenance	Building repair and renewal costs Servicing contracts fire/aircon/alarm	
Other Occ. costs		Other building costs that don't fit into other categories	
		Waste disposable	
External costs	Postage	All costs related to postage	
		Payments at the post office, costs for franking machine	
		Optix Simplex letters	
	Telephone and Internet	Bills from telephone and internet providers e.g. BT, Lilly	
		Optix VOIP and internet charges	
	Stationery	Any stationary costs (paper/ink/envelopes) wherever you buy them from	
	Bank Charges	Account Charges for bank accounts	
		PDQ Charges e.g. Globalpay	
	Software & IT	Optix Charges	
		Payments for Practice Management Systems eg. iClarity, Acuitas IT Equipment - Printers, screens, keyboards etc	
	Staff Ent/ Training	Costs for staff meals/treats	
		Course Costs e.g. ABDO	
	Cleaning	Payments to cleaning companies	
		Window Cleaning	
	Finance & Back Office	HO2 Management Fee	
Motor	Milage		
	Parking/ Parking permits		
Marketing	HO2 invoices related to marketing		
	Payments for adverts		
Sundry	Petty cash - only if it doesn't fit under something else most will go under postage, cleaning, motor and marketing		
	Tea/coffee etc. Ophthalmic drugs		
Other Ext. costs	Anything that does not fit elsewhere		
	Professional registration fees		
Capital Expenses	Should be cleared by Buddy first		
	Leasing costs, Equipment replacement over £500		
Labour Costs		Info from payroll summaries	
		Total locum costs - use locum usage details to record breakdown	