

CLASSIFICATION OF EXPENDITURES

Postage & Telegram	Stationery	Transport-Carriage-Travel	Misc. expenses	
			Office expenses	Other
parcel	Papers	Bus fares	Office cleaner wages	Tea
Packages	Pens	Taxi fares	Window cleaner	Coffee
Postage	Notebooks	Fright out	Repairing machine	Sugar
Post cards	Stationery	Carriers account	Cleaning expenses	Soft drinks
Stamps	Ink			Entertainment
Envelops	Staples			
Telegram	Note pads			
Registered letter				