

Mary Kay Income and Expense Worksheet

Income:

_____ Total Sales...All income from Classes, facials, reorders, dovetail, etc...use your sales slips total including tax...We want to know how much money you actually received.

_____ Other Income...1099-misc from Mary Kay...Commissions, promotions, prizes, awards & car program

Inventory:

_____ Beginning Inventory...from last year Schedule C, use "ending inventory" on page

_____ Ending Inventory...Count All Section 1 Merchandise (Wholesale) as of Dec 31st

_____ Expired Product...past expiration date, damaged, or no longer sellable

Purchases:

_____ All Section 1 merchandise purchased from MK & from other consultants (**Wholesale**)

_____ All Section 2 & 3 merchandise purchased from MK & other consultants

_____ Supplies you purchased to resell as part of your product (cups, baskets, towels, etc..)

_____ PERSONAL USE...**wholesale value** of product you used for yourself

_____ Demonstration Product...**wholesale value** of product you used as samples & demos

_____ Hostess Gifts...**wholesale value** of product (limited to \$25 per client per year)

Direct Expenses:

_____ Advertising...preferred customer program (direct support), booths, newspaper ads

_____ Bad Debt/Refunds...money not collected & product not returned to MK

_____ Commissions...paid to others, dovetail, office help, independent contractors

_____ Insurance...product insurance, extra insurance for product in your house or car

_____ Insurance...Health insurance premiums (if this is your only source of insurance)

_____ Interest...credit cards, business loans, personal loans used only for MK

_____ Legal & Professional Fees...bookkeepers, tax preparers, attorneys, accountants

_____ Rent or lease equipment...copiers, postal meters, audio/visual, furnishings

_____ Rent for Training Center...business property

_____ Sales Taxes...paid to MK on purchases and other taxes paid

_____ Telephone...(not for 1st phone) 2nd long distance, call waiting, message center,
internet service

Office Expense:

_____ Bank Fees...monthly account fees, bankcard processing, money orders,
new checks(**Business Account**)

_____ Consumable Products...paper, pens, gold labels, cotton balls, towels

_____ Education materials...videos, audiotapes, books, publications, magazines

_____ Event Fees...weekly meetings, debuts, fashion shows, local events, MKU

_____ Gifts...NOT Section 1, Birthday/Holiday gifts (limited to \$25 per client per year)

_____ Postage...shipping & handling, jet pack, phone order charge, express mail

_____ Printing & Copies...flyers, newsletters, business cards, stationary

_____ Small Office Equipment...storage containers, electronics, filing cabinets, furnishings,
Software

_____ Training Center Expenses...coffee, snacks, flowers, decorations, class @ home, open house

_____ Uniforms...Red Jacket Uniform, Director's Suit, include the dry cleaning

_____ Other expenses _____

Depreciation:

List any equipment you use in your business (computers, large office equipment, furniture, etc. that cost \$100 or more)

Item _____ Cost _____

Business Use _____ Date Purchased _____

Item _____ Cost _____

Business Use _____ Date Purchased _____

Item _____ Cost _____

Business Use _____ Date Purchased _____

Auto Expenses:

Make, Model & Year _____ Date Purchased _____ Cost _____

Do you own or lease this car? _____ Did you keep a mileage log? _____ Do you have another car? _____

_____ Total miles driven all year _____ Total Business miles

_____ Parking & Bridge Tolls _____ Car Loan Interest/Lease payments

Travel Expenses:

_____ Transportation & lodging _____ Registration Fees

_____ Meals & Entertainment _____ Tips(SEPARATE from meals)

Home Office Expenses:

_____ Total Sq. Ft. of Home _____ Sq. Ft. Used for Business

Do you use this area Exclusively for business? _____ Do you Regularly meet clients at your home? _____

_____ Total Rent _____ Total Utilities (Elec., Gas, Cable/Sat., Garbage, Water)

_____ Homeowners/Renters Insurance _____ Repair/Maintenance