



Name \_\_\_\_\_

Income:

\_\_\_\_\_ Total Sales (Including Tax)

Worksheet

Expenses:

- \_\_\_\_\_ Advertising
\_\_\_\_\_ Bank Charges on Mary Kay Accounts
\_\_\_\_\_ Dry Cleaning
\_\_\_\_\_ Dues & Publications
\_\_\_\_\_ Education and Training Seminars or Workshops
\_\_\_\_\_ Freight Expense (From Packing Slips)
\_\_\_\_\_ Insurance on Mary Kay Product
\_\_\_\_\_ Interest on Loan or Credit Card
\_\_\_\_\_ Legal and Professional Fees
\_\_\_\_\_ Meals and Food
\_\_\_\_\_ Office or Bookkeeping Expense
\_\_\_\_\_ Office Supplies
\_\_\_\_\_ Postage
\_\_\_\_\_ Printing and Reproduction
\_\_\_\_\_ Prizes, Promotions & Events
\_\_\_\_\_ Sales Tax Paid (From Packing Slips)
\_\_\_\_\_ Section 1 (From Packing Slips)
\_\_\_\_\_ Supplies
\_\_\_\_\_ Tools
\_\_\_\_\_ Travel
\_\_\_\_\_ Weekly Meeting Fees

Vehicle Expense:

- \_\_\_\_\_ Total Vehicle Miles for the year
\_\_\_\_\_ Total Mary Kay Miles for the year
\_\_\_\_\_ Gas, Oil, Repairs, etc.
\_\_\_\_\_ Insurance
\_\_\_\_\_ Tags
\_\_\_\_\_ Purchase Price
\_\_\_\_\_ Lease Payment
\_\_\_\_\_ Interest on Loan

Communication Expenses:

- \_\_\_\_\_ Cell Phone
\_\_\_\_\_ Internet Access
\_\_\_\_\_ Long Distance
\_\_\_\_\_ Second Phone Line

Inventory

- \_\_\_\_\_ Beginning Inventory
\_\_\_\_\_ Ending Inventory

\_\_\_\_\_ Misc. (Description) \_\_\_\_\_

Office in Home Expenses:

- \_\_\_\_\_ Insurance (Homeowners or Renters)
\_\_\_\_\_ Real Estate Taxes
\_\_\_\_\_ Repairs and Maintenance
\_\_\_\_\_ Telephone Base Rate (For the Year)
\_\_\_\_\_ Utilities (Gas, Electric, Water, Sewer, Garbage, & Cable)
\_\_\_\_\_ Sq. Foot of Home or Apartment
\_\_\_\_\_ Sq. Foot of Mary Kay Usage
\_\_\_\_\_ Cost of Home
\_\_\_\_\_ Purchased Date

Current Year Assets Purchased:

Table with 3 columns: Date, Amount, Description