

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 _____ Prizes & Awards _____ Promotions _____ Car Program _____ Other _____

Inventory:

_____ Beginning Inventory: *From last year's Schedule C, use "ending inventory" on page 2*

_____ 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 Mary Kay & 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 Mary Kay*

_____ 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 Mary Kay on purchases and other taxes paid*

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

Office Expense:

_____ Bank Fees: *Monthly account fees, bankcard processing, money orders, new checks*

_____ 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, M.K.U*

_____ 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: *Fliers, newsletters, business cards, stationary*

_____ Training Center Expenses: *Coffee, snacks, flowers, decorations, class @home, open house, etc.*

_____ Uniforms: *Mary Kay Beauty Coat, include the dry cleaning*

_____ Other expenses: _____

Depreciation:

List any equipment you use in your business (*computers, electronics, office equip., furniture, filing cabinets, software, etc.*)

Item _____ Cost/FMV _____ %Business use _____ Date placed in service _____

Item _____ Cost/FMV _____ %Business use _____ Date placed in service _____

Auto Expenses:

Make & Model: _____ Date placed in service: _____ Cost/FMV _____

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

(if you do not own this car, list totals for registration, gas, insurance, repairs, & maintenance on the back)

_____ Total miles driven ALL year _____ Business miles _____ Commuting miles _____ Other miles

_____ Parking & Bridge fees _____ Car Loan Interest/Lease pymts

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 _____ Cost/FMV without land _____

Do you use this area **exclusively** for business? _____ Do you regularly meet clients at your home? _____

_____ Total Rent _____ Total Utilities

_____ Insurance _____ Maintenance/Repair

*These amounts will be found on your Mary Kay Purchase Orders