

TAX TRACKING WORKSHEET

MARY KAY INCOME & EXPENSES

NAME: _____ YEAR: _____

IF THIS IS YOUR FIRST YEAR - GIVE START DATE _____

_____ Total Sales (Including Tax) _____ Commissions _____ Prizes

_____ Beginning Inventory (At Your Cost)
 _____ Section 1 Purchases (Your Cost - From Packing Slips)
 _____ Personal Use Product (Your Cost - Unseen - Physically Can Not See)
 _____ Closing Inventory (At Your Cost)

_____ Advertising (PCP, PINK!, etc.)
 _____ Insurance on Mary Kay Product
 _____ Interest on Loan or Credit Card
 _____ Dry Cleaning
 _____ Legal and Professional
 _____ Office or Bookkeeping Expenses
 _____ Weekly Meeting Fees
 _____ Supplies
 _____ Sales Tax Paid (From Packing Slips)
 _____ Travel Expenses
 _____ Meals and Food
 _____ Bank Charges on Mary Kay Account
 _____ Propay Fees
 _____ Dues and Publications
 _____ Postage
 _____ Freight Expense (From Packing Slips)
 _____ Section 2 (From Packing Slips)
 _____ Workshops

Telephone and Communication Expenses:
 _____ Mary Kay Long Distance
 _____ Second Phone Line
 _____ Home Phone Add-ons
 _____ Cell Phone
 _____ Voice Mail
 _____ Internet Access

Current Year Assets Purchased:

Date	Amount	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Misc. (description) _____

Vehicle Expenses:

_____ Total Vehicle Miles _____ Total Mary Kay Miles

_____ Purchase Price _____ Gas, Oil, Repairs, etc. _____ Tags
 _____ Lease Payments _____ Interest on Loan _____ Insurance

Office In Home Expenses:

_____ Utilities (Gas, Electric, Water, Sewage, Garbage & Cable)
 _____ Telephone Base Rate (For the Year) _____ Insurance (Homeowners or Renters)
 _____ Rent for Renters _____ Repairs and Maintenance
 _____ Real estate Taxes _____ Mortgage Interest
 _____ Sq. Foot Of Home or Apartment _____ Sq. Foot of Mary Kay Usage
 _____ Cost of Home _____ Purchase Date