

CONSULTANT'S

ORGANIZING

YOUR

MARY KAY BUSINESS

ORGANIZING YOUR BUSINESS

WHAT SUPPLIES DO I NEED?

1. Box/Filing Cabinet
2. Hanging Files
3. File Folders
4. Envelopes

NOW WHAT?

1. Organize hanging files by category
2. Weekly Accomplishment Sheets
3. When in doubt - - - keep it!!!

WHY PAY MORE TAXES! CLAIM EVERYTHING YOU CAN!

HANGING FILES BY CATEGORY

HANGING FILES:

Car:

Home:

Sales:

Commission Income:

Purchases:

Inventory:

Other:

FILE FOLDERS/ENVELOPES:

Mileage Records
Gas & Oil
Repairs & Maintenance
Car Lease
Car Washes
Insurance
Parking
Car Purchase
Short Term Rentals

Heat
Electric
Insurance
Maintenance
Mortgage/Taxes/Rent
Water

Weekly Accomplishment Sheets

Monthly Commission Reports

Order Printouts
Sales Supplies

Inventory Printouts

Advertising/Promotion
Bad Debts
Delivery & Freight
Business Insurance
Bank Statements
Visa Statements
Mastercard/Visa Statements
Meals/Entertainment
Travel

Office:	Postage Office Supplies Telephone - Long Distance / Internet Fees
Conferences:	Seminar Career Conference
Meetings & Training Costs	Meetings Other Training
Equipment:	Equipment Purchases Equipment Information
Personal	Personal Product Purchases Income Tax Slips Mary Kay Meetings Director

CONSULTANT NAME _____ YEAR ENDING _____

CAR EXPENSES

Odometer reading at beginning of year _____

Odometer reading at end of year _____

Total miles driven in taxation year to earn income _____

Total miles driven in taxation year _____

Total gas and oil expenses _____

Total repairs and maintenance _____

Total lease payments (if car is leased)(see MK letter) _____

Total car washes _____

Total insurance expense _____

Total license _____

Total short term rentals (if personal & MK use) _____

Total interest on money borrowed to purchase car _____

Capital Cost Allowance:

- when did you buy the car _____

- how much did it cost _____

Total parking (business only) _____

CONSULTANT NAME _____ YEAR ENDING _____

OTHER INFORMATION

Total Sales - without tax (Retail) _____
(See Weekly Accomplishment sheets)

Other MK Income - commissions, interest, etc. _____

Personal product consumed _____

Opening inventory (last year's closing inventory) (if needed) _____
(At wholesale - don't count free product - without tax)

Section 1 Purchases - (from printouts from Mary Kay) _____

Closing inventory (what's left on your shelf at year end - at cost) _____
(At wholesale - don't count free product - without tax)

Discounts (from weekly accomplishment sheets) _____

Advertising and promotion ("Preferred Customer",
hostess gifts, newspaper advertising, flyers, other gifts, etc.) _____
(Also includes coffee, snacks for open houses, etc)

Bad Debts _____

Delivery, freight
(UPS, shipping things to customers, etc) _____

Insurance (inventory, liability)
(Separate from home - extra for business) _____

Interest, bank charges
(Credit card interest, loan interest, line of credit interest) _____

Meals and entertainment - Total _____ 50% _____
(All meals for business only - should include meals from
Seminar, Leadership, Career Conference, retreats, travel, etc)

Office expenses (postage, stationery, etc.) _____
(Postage, office supplies, office assistance, photocopying, etc)

Sales supplies - Section 2 (including tax) _____
(Also includes other supplies – Q-tips, cotton balls,
placemats, other class supplies)

Accounting, collection, legal costs _____
(Cost of getting tax return prepared, small claims, etc)

Travel _____
(Taxis, planes, trains, accommodations, etc.)
(Any meals should be claimed under meals & entertainment)

Long distance telephone calls, cell phone charges _____
(Do not claim line charges for personal phones)

Internet Fees _____

Meetings & training costs _____
(Workshops, retreats, Red Jacket University,
Weekly meeting charges)

Depreciation (office furniture, computer equipment,
TV's, VCR's, etc. over \$200) _____
(Provide list of items purchased along with individual cost)
(Keep a running list of all these items ever purchased by your
business – as it is needed when any of these items are disposed of)

Convention expenses (not including meals) _____
(Registrations, hotels, flights, taxis, all expenses except
meals & car expenses)

Computer & other equipment rental _____

CONSULTANT NAME _____ YEAR ENDING _____

BUSINESS USE OF HOME

Total square footage of your home _____

Square footage used for business _____
(Office area – does not include personal living space)

Total heat _____

Total electricity _____

Total insurance _____

Total maintenance _____
(Could include cleaning person, also includes work done
to office area)

Total mortgage interest _____

Total property taxes _____

Or total rent _____

Water _____