

Mary Kay Monthly Expenses Sheet

Use this sheet to list your total monthly expenses (for income tax purposes.)

Expenses for the month of _____

Products	Amount
Cost of Inventory (Section 1 purchases)	
Customer Refunds	
Personal Use (Section 1 used for own use, demos, gifts, promotional)	
Expenses	
Advertising (ads, MK web site)	
Bad Debts (payments you can't recover)	
Business fees, memberships (initial MK showcase)	
Delivery (shipping charge on MK orders)	
Insurance (extra home insurance for product)	
Interest (cost of business loan)	
Management Fees (bank charges, credit c. processing fees)	
Meals & Entertainment (in town)	
Office Expenses (pens, paper, postage, copies, fax charges)	
Supplies (gift wrap, baskets, cotton balls, wash cloths, greeting cards, prizes, Red Jacket, PCPs, Section 2)	
Legal/Accounting fees	
Salaries (dovetail expenses)	
Travel (meals, hotel, airfare)	
Telephone & Utilities (long distance)	
Other Expenses	
Training (Seminar/Career Conf. registration, meeting fees, tapes, books)	
Home Expenses	
Heat	
Electricity	
Insurance (regular home insurance)	
Maintenance & Repairs	
Mortgage Interest	
Property Taxes	
Rent	
Internet Rental	
Other Expenses (Condo Fees)	
Vehicle Expenses	
Fuel and Oil (oil changes)	
Insurance	
Interest (on vehicle loan)	
Leasing Costs	
License & Registration	
Maintenance & Repairs (tires, car washes, repairs)	
Parking	
Motor Association Fees (AMA)	
Other Expenses	
Childcare	