

Tax Info Year of _____			
Business			
<u>Income</u>			
Gross Receipts (Sales)			
Commissions & Prizes			
Beg. Inventory (as of January 1st)			(w/s)
Inventory purchased			(w/s)
Personal Use			(w/s)
Products Used for Promo, Demos & Gifts			(w/s)
Obsolete Product (old or unsaleable)			(w/s)
Ending Inventory (as of December 31st)			(w/s)
<u>Expenses</u>			
Bank Charges (propay, nsf, etc)			
Internet			
Phone			
Website			
Mileage - Keep a daily log			miles
Postage & MK Freight			
Sales Aids (Section 2, PCP, cotton balls, etc)			(new starter bag)
Accounting (tax prep)			
Office Supplies			
Office Assistant			
Business Meals			
Workshop/Education/MK mtgs			
Travel (hotel, airfare, luggage charge,uber, tips to bellman)			
Product Insurance			
Personal		House	
<u>Donations by check</u>		Repair & Maintenance	
Church		Natural Gas	
Mary Kay Charitable Foundation		Electricity	
Child Sponsorship		City (water, garbage, sewer)	
		Property Taxes	
<u>Donation other than cash</u>			
Goodwill		Health Insurance	
<u>Mortgage Interest Pd</u>			
Bank			
<u>Interest Earned</u>			
Bank - savings acct			

** (Dec 31st Take inventory - use paper & paper order form, then create a new product order with all the products & print out (there is an option to print in the shopping cart area. :) Save as your ending inventory.

** Save your product packing slips in orders to record your section 1, section 2 & MK freight amounts. In mid-January you'll be able to print off a year end summary in Intouch, Resources tab>Tax>Income Advisory Statement. It will include Section 1 & Section 2 amounts from Jan-Nov. You'll need to add in Dec.