

Voucher #4

Name _____

Completion Date _____

I have set up my WORK SPACE

Tax Files

1. **Gross Recipients or Sales** – Pink tickets (less sales tax) and weekly summary sheets.
2. **Returns and Allowances** – Bad checks, including service fees.
3. **Other Income** – Dovetail income, 1099 from Mary Kay/Commission Statement
4. **Advertising** – Direct support, business cards, fair booths, old product donated to charity, ect...
5. **Car and Truck Expenses** –
 - A. Parking, tolls, and mileage
 - B. If you have a May Kay car or lease car you need to keep track of all receipts, such as gas oil changes, service and repairs, car washes, ect...
6. **Commissions** – Dovetail expenses, office help, secretaries
7. **Depreciation** – Items costing over \$100 such as desks, filing cabinets, answering machines, computers, TV's, VCR's
8. **Insurance** – Product insurance, business liability, ect...
9. **Interest** – Interest on loans, office equipment, processing fees for customer credit cards, annual fees for business credit cards
10. **Legal and Professional Services** – Tax return preparation, bookkeeping, etc...
11. **Office Expense and Postage** – Paper, pens, pencils, postage, etc...
12. **Rent or Lease** –
 - A. Mary Kay Car (lease value)
 - B. Office Equipment (copy machine, postage meter, ect...)
13. **Repairs and Maintenance** – Business equipment only

14. **Supplies** – Cotton balls, q-tips, bank service charges, beauty case, Sec. II and sales aids, birthday cards, books and tapes, demo's and samples, copying, small equipment supplies (under \$100), film and processing, flowers, freight, gifts (not Sec I and II), laundry, dry cleaning of director's suit, director promotions-prizes and awards (not from 1099 MISC), ect...

15. **Travel** – Business Only (Taxi, shuttle, airfare, lodging)
“How to take a business trip, versus a vacation.”

- A. Sell \$50.00/per day
- B. Sell \$250/per week
- C. Recruit One Person

16. Meals and Entertainment

17. **Utilities** – Telephone

18. **Other Expenses** – Meeting expense

19. **Office In the Home** – Utilities, (such as electricity, gas, water, sewer, and trash removal) home or renters insurance

20. Purchases (company and others), Personal Use, Hostess Credits, Gifts of Sec. I, Demos and Inventory

Everyone will need to do at least a Schedule C.

Mary Kay Filing Suggestions

- Career Essentials
- Weekly Plan Sheet
- Weekly Accomplishment Sheet
 - MK Connections
 - Product Knowledge
- Preferred Customer Program
 - Beauty Book
 - The Look Book
 - Customer Profiles
 - Sales Tickets
 - Look Cards
- Hostess Success/ Coaching
 - Meeting Success
 - Packing
- Opening a Class/Trunk Show
- Closing a Class/Trunk Show
 - Promotions
- Product Replacement
 - Holiday
- Gift Certificate
- Unit Newsletters
 - Sales
 - Booking
 - Recruiting
- Something More Brochure
 - Drive to Success
 - Agreements
 - Inventory Options
- Applause Magazines
 - MK Orders
- Company Letters
 - Leads
 - Trunk Show
- Skin Care Class