

**1. Gross Receipts or Sales**

Pink Sales Tickets less sales tax, sales tax collected and/or Weekly Accomplishment Sheets.

**2. Returns & Allowances**

Total amount paid out on product returned to you, plus total bad checks you accepted.

**3. Other Income**

1099 from MK, Dovetail income, commission statements, prizes & awards, car valuation income.

**4. Advertising**

Print advertising, business cards, Preferred Customer Program, personal website, Yellow Pages, etc.

**5. Car & Truck Expenses**

Mileage log, business portion of gas receipts, repairs, maintenance, insurance, tires, oil, interest on car loan, parking fees, tolls etc.

**6. Commissions & Fees**

Dovetails paid out. \*Not secretarial, not hired help, not household help.

**7. Depreciation**

Equipment purchased or converted from personal use.

**8. Insurance**

Product insurance. Other business, fire, theft or liability insurance. \*Not home owner's insurance.

**9. Interest – Other**

Business interest paid on loans, credit card, and Mary Kay processing fees.

**10. Legal & Professional Services**

Tax preparation, accounting, bookkeeping and legal services.

**11. Office Expenses**

Paper, pens, envelopes, paper clips, binders, rubber stamps, trash bags, postage (if less than \$10/month) etc.

**12. Rent or Lease Vehicles, Machinery, Equipment**

Rent or leased cars, (not MK leased cars), plus rented equipment such as copiers, computers, etc.

**13. Rent or Lease – Other Business Property**

Rent or lease of commercial space including training centers, etc.

**14. Repairs & Maintenance**

Repairs & maintenance of business equipment only such as computers, fax machine, etc. (Not cars)

**15. Supplies**

MK Section 2 items, books, CD's, MK Connections gear, etc.

**16. Taxes & Licenses**

Tax on gifts, plus non-recovered sales tax, payroll taxes, business taxes, if applicable.

**17. Travel**

Airline tickets, taxi, motel, hotel, tips to taxi drivers, bellmen, tolls, dry-cleaning from business attire, etc.

**18. Meals & Entertainment**

Receipts for eating out, coffee etc. Note on receipt - Who, Where, Why (biz purpose), What, How much.

**19. Utilities**

Second phone line for business, fax and computer line, long distance, cell phone, etc. (Not home office utilities)

**20. Wages**

Gross hourly wages or salary paid to employees-secretarial or hired help (not domestic help or contract labor)

**21. Meetings, Workshops, Career Conference & Seminar Registration Fees****22. Food cost for in-home meetings. (Up to \$6 per person is 100% deductible)****23. Postage & Shipping**

Postage, stamps, UPS etc. (If over \$10/month)

**24. Office Cleaning or Maintenance**

Painting, remodeling etc. for office only.

**25. Other Expenses**

Other - any expense category not listed elsewhere. Example: Biz dues, networking groups, etc.

**26. Purchases Less Cost of Items withdrawn for Personal Use**

Also sales tax, freight, postage paid to get product delivered to you.

**27. Cost of Labor**

Paid to individuals or companies on a "per-job" basis. See employment/contractor agreement.

**28. Other Costs**

Other expenses to assemble or present items for sale. Flowers, baskets, ribbon, wrapping paper, etc.

**29. Child Care**

Amounts paid for child care to facilitate your business growth.

**30. Home Office**

Maintenance, repairs, utilities, etc. Also file rent receipts (not mortgage payments).

