

DIRECTOR'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:

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

Home:

Heat
Electric
Insurance
Maintenance
Mortgage/Taxes/Rent

Sales:

Weekly Accomplishment Sheets

Commissions:

Monthly Commission Stmts
Yearly Mary Kay Letter

Other Income:

Other Income- Interest, etc

Inventory:

Inventory Counts

Purchases:

Order Printouts
Sales Supplies

Other:

Advertising & Promotion
Bad Debts
Delivery & Freight
Insurance
Line of Credit/Loan Stmts
Visa Stmts
Mastercard Stmts
Bank Stmts
Meals & Entertainment

FILE FOLDERS/ENVELOPES:

Office:	Postage Office supplies Office assistance Photocopying
Professional Fees:	Accounting Collection Legal
Travel:	Taxis, Planes, Trains Short Term Car Rentals
Telephone/Fax:	Long distance – home phone Direct MK Line
Equipment:	Equipment Purchases Equipment Information
Personal	Personal Product Purchases Income Tax Slips Mary Kay Meetings Director

DIRECTOR 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 (Personal or Unit Analysis Printout) _____

Total license _____

Total short term rentals (If for MK & personal 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) _____

DIRECTOR NAME _____ **YEAR ENDING** _____

OTHER INFORMATION

Total Sales - without tax _____
(Retail – from Weekly Accomplishment Sheet)

Other MK Income - commissions, interest, etc. _____
(Including bonuses, bank interest, MK letter)
(Include slips from U.S. Income)

Personal products consumed (not demos) _____

Meeting room income

Opening inventory (last year's closing inventory) (if needed) _____
(Wholesale – don't count free product – without tax)

Section 1 Purchases - (from printouts from Mary Kay) _____
- (along with any delivery charges)
- (approx. year to date wholesale)
- (calendar year not seminar year)

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

Discounts – (From weekly accomplishment sheets) _____

Advertising and promotion _____
- hostess gifts
- newspaper advertising
- flyers
- Yellow Pages
- Unit promotions
- Unit prizes
- Wrapping, baskets, etc
- Refreshments for Open Houses, etc
- Business cards

Bad Debts _____

Delivery, freight _____
- UPS
- Shipping products to customers

Insurance (inventory, liability) _____
(Separate from home – riders for business)

Interest, bank charges _____
- Credit Card interest
- Loan interest
- Line of credit interest
- Bank charges

Meals and entertainment - Total _____ 50% _____
- For business purposes only
- Meals from seminar, conferences, etc
- Meals from travel
- Meals from Leadership

Office expenses (postage, stationery, etc.) _____
- Postage
- Office supplies
- Office assistance
- Photocopying

Sales supplies - Section 2 (including tax) _____
- Also other class supplies, etc
- e.g. cotton balls, placemats, etc

Accounting, collection, legal costs _____
- Cost of tax return preparation
- Small claims
- Legal fees

Travel _____
- Taxis
- Planes
- Trains
- Short term car rentals (MK only)

Telephone/Fax

- Long distance on home phone
- Direct MK line
- Business services on home phone
- Cell phone charges
- Fax charges

Internet Fees

Director's Suit

Unit meeting room rental

Convention expenses (not including meals)

- Leadership & Seminar
- registration
- accommodations
- flights, taxis
- (all expenses except meals)
- meals under meals
- car expenses under car

Meetings & training costs (for you not others)

- Career Conference
- Retreats
- Red Jacket University
- Other Workshops
- Registrations for above
- Accommodations for above
-

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.)

Computer & other equipment rental

- computers
- photocopiers
- postage machines

DIRECTOR NAME _____ **YEAR ENDING** _____

BUSINESS USE OF HOME

Total square footage of your home _____

Square footage used for business _____
- exclusively M.K. use

Total heat _____

Total hydro – electricity _____

Total insurance _____

Total maintenance _____
- e.g. cleaning person

Total mortgage interest _____

Total property taxes _____

Or total rent _____

Water _____

