

Name _____ Year _____

**DIRECTORS
MARY KAY WORKSHEET**

THIS IS AN INFORMATIONAL WORKSHEET FOR OUR CLIENTS

_____ Money (Income) Collected from other than Clients (ie. Your consultants)
(Rent collected for Rooms, Workshops, DVD's, CD's, etc.)

_____ Gross Rent Paid Out for Meeting Rooms

_____ Workshops (Paid Out)

_____ DVD's, CD's (Paid Out)

_____ Other (Description)(Paid Out)

_____ Prizes & Awards Purchased for Your Consultants (Other than product)

_____ Newsletter Costs (Outsourcing or Printing and Software Costs)

_____ Directors Clothing

_____ Gross Payroll to Employees

_____ Payroll Taxes

_____ Sub-contractors & Virtual Assistants
(If paid more than \$600, you must have them complete W-9 and
send them a 1099-Misc)

Other Miscellaneous Expenses:

Amount	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____