

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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____