

Money Management

What you will need:

- 3 ring binder
- 6x9 envelopes
- hole puncher



First punch holes in the envelopes as shown
1st envelope says Jan-Jun 07 Sales tickets
2nd envelope says Jan 07 Business receipts
3rd envelope says Feb 07 Business receipts and so on

Insert in this order:

Business Tracking Register - this is how you manage your MK money in a separate account, the breakdown is 50% to reorder as you sell your inventory, sales tax if applicable on the retail amount of the order, 5% for PcProgram names and premiums, 5% for Sales Aids on Section 2 and 40% for paying yourself (out of the 40% you will also have to pay for meeting dues, misc supplies and conferences/trainings)

For the Business Tracking Register
Go to www.marykayintouch.com
Education, Consultant Education, MK Library, Money Management

Jan-Jun07 Sales tickets
Weekly accomplishment sheet
Enter online at www.marykayintouch.com
Business tools, Weekly Accomplishments at the bottom

Product order sheets from the company
Commission statements from the company when you are a recruiter
Business receipt envelope for that month

As you insert your business receipts you can write them on the front of the envelope
so you don't have to dig through them again
ie. Staples - 10.00 office expense
Applebees - 5.00 interview with Sheila
Postmaster - 4.50 postage

Then at the end of the year you will be able to add up all categories and have a total for the
Expense Tracking Form for your tax purposes

For the Independent Beauty Consultant Expense Tracking Form
Go to www.marykayintouch.com
Education, Consultant Education, MK Library, Money Management