



personal touch tax & financial consultants

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### MARY KAY DIRECTORS WORKSHEET

IF THERE ARE ANY QUESTIONS PLEASE FEEL FREE TO CALL US FOR ASSISTANCE.  
REMEMBER TO ROUND TO THE NEAREST WHOLE DOLLAR.

NAME \_\_\_\_\_ YEAR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

#### INCOME

CONSULTANTS, DIRECTORS, ETC. (EXAMPLES: FOR RENT COLLECTED FOR ROOMS, MEETINGS, RETREATS, TAPES ETC.)

\_\_\_\_\_ FUNDS COLLECTED (INCOME) FROM OTHER THAN CLIENTS (PRODUCT SALES)

#### EXPENSES

\_\_\_\_\_ GROSS RENT PAID OUT FOR MEETING ROOMS

\_\_\_\_\_ WORKSHOPS REGISTRATIONS, RETREATS (PAID OUT)

\_\_\_\_\_ TAPES (PAID OUT)

\_\_\_\_\_ OTHER (PAID OUT)

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_ PRIZES & AWARDS (PROMOTIONS) PURCHASED FOR YOUR CONSULTANTS

\_\_\_\_\_ NEWS LETTER COSTS (OUTSOURCING OR PRINTING AND SOFTWARE COSTS)

\_\_\_\_\_ GROSS PAYROLL OR WAGES PAID TO SECRETARY, CLERK, ETC.

\_\_\_\_\_ PAYROLL TAXES:

\_\_\_\_\_ SUTA (STATE UNEMPLOYMENT TAX)

\_\_\_\_\_ FUTA (FEDERAL UNEMPLOYMENT TAX)

\_\_\_\_\_ FICA MATCHING \_\_\_\_\_ VIRTUAL ASSISTANTS (INDEPENDENT CONTRACTORS)

\_\_\_\_\_ TELECONFERENCE SERVICES

\_\_\_\_\_ VIDEO CONFERENCE SERVICES

\_\_\_\_\_ TRAINING CENTER UTILITIES

#### OTHER MISCELLANEOUS EXPENSES

AMOUNT	DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



TAX PREP



TAX PLANNING



CONSULTING



RECORD KEEPING



PAYROLL



TRAINING



REPRESENTATION



SCAN & ARCHIVE