

## Mary Kay Weekly Money Sheet

Use this sheet to track your money and run it as a business. Do not embezzle money from your business. Use a separate checking account for your business.

<b>Line 1</b>	<b>Weekly Retail Off Shelf</b> (including: Sales, Personal Use & Hostess Credit)		In Line 1 include all retail products that were sold, used personally, or given away as hostess credit. Be sure to use the full retail price here, even if you gave a discount. *Note: <b>DO NOT USE THIS NUMBER FOR INCOME TAX.</b>	<b>Notes: After placing an order, note any categories with extra money that can be added into next week's lines A-E.</b>
<b>Line 2</b>	<b>Total Sales Tax</b> Figure tax on Line 1 total		Figure the Sales Tax based on your tax rate for all products in Line 1.	
<b>Line 3</b>	<b>Total Money to Deposit</b> This is your actual money collected.		_____Cash/Check_____Pro-Pay Make note of any partial payments or money still owed.	
<b>Line 4</b>	<b>Money to Budget</b> Subtract Line 3-Line 2		This is the amount of money you will split into different categories below for Total Money Management. Total Tax on Line 2 will be saved to use for your next order.	
<b>Line A</b>	<b>Wholesale Order to be Placed</b> (50% of Line 1) (\$150/week is on target for STAR)		This amount of wholesale needed to replace the products you moved off your shelf this week. When you have \$225 or \$400 here, you can then place a WS order. (It is ok to combine weekly orders in order to earn discount or take advantage of bizbuilder bucks)	
<b>Line B</b>	<b>Money Left</b> Subtract: Line4-Line A		Funding Line A is your top priority to stay in business. If you're out of products, you're out of business. The money leftover is what you use for paying your loan, business supplies, and profit.	
<b>Line C</b>	<b>Pay Business Loan</b> ( 10% of Line B)		This is the amount of money set aside to apply to your business loan. If you don't have enough in this line during the month, then you know you either have to increase your sales or take it out of your paycheck, Line F. Goal is to pay this off in first 12 months of your business. Party! Party! Party! Once your business loan is paid off, you can disregard this line and have an even bigger paycheck! YAY!	
<b>Line D</b>	<b>Amount to Set Aside for Business Expenses</b> (10%of Line B), (5%PCP), (5% Sect. 2)		Expenses included here: Pro-pay fees, Postage, Section 2, Events, Meeting Dues, Preferred Customer Program, Supplies, Etc.	
<b>Line E</b>	<b>Shipping</b>		Include \$9.35(or current rate). If you have this reserved, you don't need to add it in to next week. Once you've placed an order, add it again on the next week's form, so that you have your shipping saved for your next order.	
<b>Line F</b>	<b>YOUR PAYCHECK!</b>		Subtract: Line B - LineC - Line D - Line E= Your Paycheck. Write yourself a pay check and deposit it into your personal account. You may want to use some of these funds to grow your inventory or pay off your business loan sooner.	