

## BUSINESS TRACKING REGISTER

Month/Year September 2011

Monthly Budgeted Expenses \_\_\_\_\_

Date	Reason ①	Deposit = ②		Inventory 50% ③	Sales Tools 10% ④	Bus. Income 40% ⑤
		Sales (without tax)	Sales Tax			
9/15	Balance Forward ⑥	275.00		137.50	27.50	110.00
9/17	Deposit - Martin Abel Eby	120.00 ⑦		60.00	12.00	48.00
	Total ⑧	395.00		197.50	39.50	158.00
9/19	Deposit - Myer Party	415.00		207.50	41.50	166.00
	Total	810.00		405.00	81.00	324.00
9/25	chase cc payment ⑨	-413.75		-405.00	-8.75	-
	Total	396.25		ϕ	72.25	324.00
9/26	transfer money ⑩	-324.00		-	-	-324.00
	Total	72.25		ϕ	72.25	ϕ
9/28	Deposit - Ford Party	389.00		144.50	38.90	115.60
	Total	361.25		144.50	101.15	115.60
10/1	Pymt Go Give Retreat ⑪	-75.00		-	-75.00	-
	Total	286.25		144.50	26.15	115.60
	Total					

### Business Tracking Register for your Mary Kay Account

A large part of starting your Mary Kay business is to properly manage your money. Follow the guidelines for using this sheet and you will be off to building your MK business and reaping the rewards! This sheet can be found on In Touch under Education, Consultant Education, MK Library, Money Management.

**1. Reason – Deposit or Withdrawal**

Deposit – List customers' names, commission check, etc.

Withdrawal – Store name, credit card, etc

**2. Deposit –** I list the entire deposit under sales without tax column and leave sales tax column blank

**3. Inventory –** 50% of deposit goes to purchase more inventory, either to replace what was sold or to build to a full store

**4. Sales Tools –** 10% this is for section 2 items, business cards and savings for Mary Kay functions like seminar and Career Conference.

**5. Business Income –** 40% the ME column. When first starting this money is ONLY to pay off your initial inventory put on a credit card or to replace what you took out of savings. THEN this is your money to spend as you wish. Transfer to a personal account to use it for bills or let the balance grow to use on a large purchase.

**6. Balance Forward –** How much is in your account right now? Divide it up between Inventory, Sales tools and Business Income.

**7. Deposit –** \$120.00 – Customers name deposit was from. Divide up money.

**8. Deposit –** Had a party, divide up money.

**9. Chase Credit Card payment –** Card was used to purchase inventory, take out of Inventory and sales tools columns.

**10. Transfer Money –** Transfer money to my savings account to pay myself back from making my initial inventory purchase.

**11. Go Give Retreat –** Register, take money out of sales tools.

\* Check your math – all 3 columns, 50%, 10% & 40% should total your sales (Deposit) column

\* Once a month compare balance in account to your bank statement.