MONTHLY FINANCIAL WORKSHEET

Month _____

Item	Amount
Advertising	
Business Cards	
Newspaper Ads, etc.	
Automobile MK Mileage	
Banking	
Bank Service Charge	
Business Loan Pymnt	
Credit Card Proc. Fee	
Child Care	
Communication Expense	
3 Way Calling	
Call Waiting/Forwarding	
Cell Phone/Pager	
Internet Access	
MK Long Distance	
MK Web Page	
Voice Tel Msg System	
Educational Materials	
Tapes/Books/Videos	
Event Expense	
Meeting Room Fees	
Conf. Registration Fees	
Meals	
Hotel	
Travel (Air, Cab, Parking)	
Food (Open House, Debut)	
Insurance on Product	
Legal /Accounting Fees	

Item	Amount
Office Expenditures	
Dues/Publications	
Office Equipment	
Office Help	
Office Supplies	
Postage/Freight	
Printing/Copying/Faxing	
Products/Sales/Classes	
Bad Debt	
Customer Refunds	
Dovetail Expense	
Hostess Credit (Product)	
Non Recovered Sales Tax	
PCP Gift Items	
Personal Use Product	
Pref Customer Names	
Product Purchases (Whlsale)	
Sales Tax Pd to MK	
Shipping Charges	
Supplies – Other	
Supplies - Sect 2 & 3	
Total Retail Sales	
Wardrobe Expense	
Red Jacket, Dir Suit	
Beauty Coat	
Dry Cleaning for Above	
Other	