

2019 Cosmetics Business Worksheet

copyright Tax Prep Financial Services

Tina (Top Trip Dir.) Turner (EXAMPLE)
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	2019												
RECEIPTS (total \$\$ received)	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Net Sales + Tax (tickets + online)	\$1,000.00	\$2,000.00	\$3,000.00	\$2,500.00	\$3,000.00	\$5,000.00	\$1,500.00	\$2,000.00	\$2,500.00	\$3,000.00	\$3,000.00	\$4,000.00	\$32,500.00
Dovetail Rec'd & Sales to Cons.	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$500.00	\$1,600.00
Returns & Uncollected Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Train. Ctr./Mtg. Room/Raffle Inc.	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
TOTAL REVENUE (RECEIPTS)	\$1,500.00	\$2,500.00	\$3,800.00	\$3,000.00	\$3,500.00	\$6,100.00	\$2,000.00	\$2,500.00	\$3,200.00	\$3,500.00	\$3,500.00	\$5,000.00	\$40,100.00
OPERATING EXPENSES	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Advertising & PCP Name Fees	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$600.00
Bank & Propay Fees	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
Contract Labor (office asst./kids)	\$100.00	\$200.00	\$300.00	\$250.00	\$300.00	\$500.00	\$100.00	\$150.00	\$250.00	\$300.00	\$500.00	\$0.00	\$2,950.00
Product Liability Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85.00
C.C. Fin. Charges & Loan Int.	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.00
Tax Prep & Prof. Services Fees	\$0.00	\$0.00	\$0.00	\$382.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127.50	\$0.00	\$510.00
Office Supplies (Non-Depr. Assets)	\$10.00	\$20.00	\$30.00	\$25.00	\$30.00	\$75.00	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00	\$75.00	\$415.00
Rent (mtg. room/raffles/booths)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Rental (copier, comp., etc.	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$300.00
Equipment Repairs (comp., cell phone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
Facial Supplies (Q-tips, etc.)	\$5.00	\$10.00	\$15.00	\$25.00	\$50.00	\$100.00	\$5.00	\$10.00	\$20.00	\$35.00	\$50.00	\$75.00	\$400.00
Travel - Transportation (incl. rent car)	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$500.00
Travel - Lodging (hotel, airbnb, condo.	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$825.00
Bus. Meals (bought for others)	\$20.00	\$40.00	\$60.00	\$40.00	\$60.00	\$120.00	\$10.00	\$20.00	\$40.00	\$60.00	\$60.00	\$100.00	\$630.00
Out of Town Business Meals	\$80.00	\$0.00	\$80.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$490.00
Meeting Refreshments (@ home/ever	\$30.00	\$60.00	\$90.00	\$120.00	\$150.00	\$600.00	\$30.00	\$60.00	\$90.00	\$120.00	\$150.00	\$450.00	\$1,950.00
2nd, Separate Bus. Phone + L.D.	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$360.00
Bus. Use of Cell Ph. & Call Notes	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Seminars/Books/CDs/DVDs/etc.	\$200.00	\$0.00	\$250.00	\$0.00	\$0.00	\$365.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815.00
Dir. Suit/Red Jacket/Sem. Dress	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00
Dry Cleaning (Above Items Only)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
Basket Materials (Shrink Wrap)	\$5.00	\$10.00	\$15.00	\$20.00	\$25.00	\$100.00	\$5.00	\$10.00	\$15.00	\$50.00	\$75.00	\$100.00	\$430.00
Postage & Freight (M-K invoices)	\$30.00	\$45.00	\$60.00	\$50.00	\$60.00	\$120.00	\$30.00	\$45.00	\$60.00	\$75.00	\$75.00	\$100.00	\$750.00
Hostess Gifts (Non-Section 1 & 2)	\$10.00	\$20.00	\$30.00	\$30.00	\$40.00	\$120.00	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	\$460.00
Photo Exp. (Before & After Pics)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$50.00
Dues & Publications (Magazines)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
Consultant Prizes and Awards	\$100.00	\$200.00	\$300.00	\$300.00	\$300.00	\$750.00	\$100.00	\$200.00	\$300.00	\$300.00	\$450.00	\$0.00	\$3,300.00
Other - Director Supplies	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$75.00
Other - Website & Internet Fees	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$360.00
Other - (provide a description)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OPERATING EXPENSES	\$1,217.00	\$820.00	\$1,745.00	\$1,672.50	\$1,230.00	\$4,090.00	\$515.00	\$765.00	\$1,200.00	\$2,025.00	\$1,802.50	\$1,345.00	\$18,427.00

COST OF GOODS (@ W/SALE)	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Sect. 1 Purch. (invoices/online)	\$500.00	\$1,000.00	\$1,500.00	\$1,250.00	\$1,500.00	\$2,500.00	\$750.00	\$1,000.00	\$1,250.00	\$1,500.00	\$1,500.00	\$2,000.00	\$16,250.00
Pers. Use of Sect. 1 (WHOLESALE)	\$25.00	\$30.00	\$35.00	\$30.00	\$40.00	\$50.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$435.00
Sect. 1 Given Away (WHOLESALE)	\$50.00	\$75.00	\$100.00	\$100.00	\$125.00	\$250.00	\$50.00	\$75.00	\$100.00	\$125.00	\$150.00	\$300.00	\$1,500.00
Sect. 2 Purch. (Starter Kit/invoice)	\$20.00	\$30.00	\$40.00	\$50.00	\$50.00	\$200.00	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00	\$75.00	\$615.00
Sales Tax on Sect. 1 & 2 (invoice)	\$84.15	\$167.48	\$250.80	\$210.38	\$251.63	\$429.00	\$124.58	\$166.65	\$208.73	\$250.80	\$251.63	\$336.19	\$2,731.99
TOTALS	\$529.15	\$1,092.48	\$1,655.80	\$1,380.38	\$1,636.63	\$2,829.00	\$809.58	\$1,081.65	\$1,353.73	\$1,625.80	\$1,606.63	\$2,061.19	\$21,531.99
HOME OFFICE EXPENSES	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Rent (NOT mtge.) Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs & Maint. (incl. lawncare)	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$100.00	\$200.00	\$0.00	\$150.00	\$1,250.00
Utilities - Gas/Water/Electric/Trash	\$200.00	\$225.00	\$250.00	\$275.00	\$300.00	\$350.00	\$400.00	\$350.00	\$300.00	\$275.00	\$250.00	\$225.00	\$3,400.00
Security System Monthly Fees	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$300.00
Pest Control Expenses	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$400.00
Housekeeper Expenses	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Homeowner's Association Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
TOTAL HOME OFF. EXPENSES	\$325.00	\$350.00	\$675.00	\$400.00	\$425.00	\$575.00	\$1,125.00	\$475.00	\$625.00	\$600.00	\$375.00	\$900.00	\$6,850.00
FULL YEAR CAR EXPENSES	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Car 1 - Gas, Repairs, Parts, Maint.	\$100.00	\$200.00	\$300.00	\$300.00	\$400.00	\$600.00	\$100.00	\$200.00	\$300.00	\$350.00	\$400.00	\$500.00	\$3,750.00
Car 1 - Insurance, Tags, Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car 1 - Washes, OnStar, Auto Club	\$10.00	\$20.00	\$30.00	\$30.00	\$40.00	\$60.00	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	\$400.00
Car 1 - Lease Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M-K Parking/Tolls - all vehicles	\$20.00	\$20.00	\$40.00	\$20.00	\$20.00	\$20.00	\$50.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$290.00
Car 2 - Gas, Repairs, Parts, Maint.	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00
Car 2 - Insurance, Tags, Inspection	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Car 2 - Washes, OnStar, Auto Club	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
Car 2 - Lease Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car 3 - Gas, Repairs, Parts, Maint.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car 3 - Insurance, Tags, Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car 3 - Washes, OnStar, Auto Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Car 3 - Lease Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CAR EXPENSES	\$490.00	\$600.00	\$730.00	\$710.00	\$820.00	\$1,040.00	\$520.00	\$600.00	\$710.00	\$770.00	\$830.00	\$940.00	\$8,760.00
TRAINING CENTER EXPENSES (only for lead Director on lease)	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Training Center Rent	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$7,200.00
Training Center (T.C.) Phone Exp.	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$600.00
T.C. Util. - Gas/Water/Elec./Trash	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
T.C. Repairs, Maint., and Janitorial	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$300.00
T.C. Other - Ins., Secur., Pest, etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL TRAIN. CTR. EXPENSES	\$775.00	\$775.00	\$775.00	\$775.00	\$775.00	\$775.00	\$775.00	\$775.00	\$775.00	\$775.00	\$775.00	\$775.00	\$9,300.00

**** Depreciable assets, such as software, home improve., equip., equip. upgrades, furniture, electronics, and power tools are recorded on a "Depreciation Worksheet" for a cosmetics business.**