

Month _____

Year _____

Expenses: _____

Automobile _____

Keep odometer record of trips
Take .44.5 cents per mile

Advertising _____

Business Cards, flyers, newspaper
Client Connection

Booth _____

Fees for Fairs, Boutiques

Entertainment _____

Treat clients or consultants to movie, spa etc

Promotions _____

Hostess, Prizes

Meals _____

Lunch, Dinner for business purposes

Meetings _____

Fees Leadership Celebration

Parking _____

Garage Fees for meetings/events

Professional Services _____

CPA, Attorney

Product for Demo _____

Used during product presentations
Expense at cost

Product for Self _____

Personal Use expense at cost

Babysitting _____

For parties and meetings

Phone _____

Can write off 100% expense of cell
considered your business phone

Miscellaneous Expenses _____

Bank Fees

Total Income: _____

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Income: _____

Sales _____

Gross Sales

Commissions _____

Earned from Corporate

Award Income _____

Earned from Corporate, cash

Miscellaneous Income _____

Total Income:

Expenses: _____

Retail A Purchases _____

Purchases from Company or other consultants
At your cost

Shipping _____

Paid to company, shipping client products

Supplies (Sales Aids) _____

Purchased from company, Wal-Mart etc
Neckwraps

Supplies (Office) _____

Paper, Notebooks, Printer Ink

Travel _____

Hotel, Airline, Shuttles, Cabs

Charity Donations _____

WHO Foundation, Church

Continuing Ed _____

Seminars, Books, CD, Coaching

Total Expenses

Total Expenses: _____

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Total Profit

With your Profit you can... (keep a monthly record here)
Pay Debt!

Account	Previous Balance	Paid This Month	Current Balance

Save it!

Account	Previous Balance	Saved this month	Current Balance

Spend it!

I Bought...	Who for...	Cost

Give it Away!

I Gave...	Who to...	Amount

