

# Record Keeping

Knowing which business forms you'll need to maintain good records will keep you on top of your business and will prepare you for tax time and help with your cashflow. You can find these forms (from expenses to income producing activities) right online at [MKIntouch](#).

**Follow this navigation path from the main menu**

**Education,  
Consultant Education,  
MK Library**



**From here, you can choose various forms and lists. Here are a few to start with:**

Under the **Money Management Section**, you'll find:

## **Independent Beauty Consultant Expense Tracking Form:**

- To properly determine your profit, every expense must be tracked and deducted from the total sales amount.
- Expenses such as phone calls, meals, supplies (Section 2 items, for example) and many others need to be accurately tracked not only to know your actual profit, but to help in tax preparation.

## **Income Producing Activities Tracking Sheet for Independent Consultants:**

- Based upon the amount of time you want to invest in your business, there are certain activities which will help your sales and sharing goals.
- This sheet helps you keep track of those activities so that your time is not spent doing things that will not help your sales or advance your career.

## **Business Tracking Register:**

- This register is used to track the amount of money you'll take from a retail sale to use for reordering product, purchasing more sales tools (brochures, hostess gifts, etc.) and then, ultimately, your own profit.
- Once a sale is made, a certain percentage should be set aside for each item. For example: With total weekly sales of \$200, **50% (\$100)** should be used to reorder product, **10% (\$20)** is set aside to purchase more business supplies, and **40% (\$80)** is your profit.

**You can also review the other forms listed there to get a feel for how and when they are used.**

