

NAME:	FAX:	IBO #	MONTHLY SUMMARIES
ADDRESS:	TEL:	KATE #	YR: MO.
Keep all file folders (for 5 yrs) 1 file folder for each #	Source data Keep all vouchers in file folders	INSTRUCTIONS	TOTAL \$ (omit ¢)
INCOME:			
1) Client sales (Retail)	SA6605/1216/L3080/invoices	List & add up all invoices	(1)
2) Cost of goods sold	Industry standard	(For Eng & Co. use only)	(2)
3) Gross profit	Line 1 less line 2	(For Eng & Co. use only)	(3)
4) Other income	PV Bonus rec'd (SA291C)	1 per mo. (Cr. 9270)	(4)
5) Other expenses	PV Bonus paid (SA291C)	1 per mo. per D.L (Dr 9270)	(5)
6) Net – "Other"	PV rec'd less PV paid	(Line 4 less line 5) (Net 9270)	(6)
7) Misc. income	All income other than above	Total received (8230)	(7)
Purchases (for all wholesale sales) (Include. clients/IBO/p.use/promo)	<ul style="list-style-type: none"> • POFC 9/chqs/C.cards/invoices • Also #32 & #33 	<ul style="list-style-type: none"> • Keep all D.L IBO sales files • No figure needed on this form (sales = purchases) 	
8) Upline (weekly)	Upline "POFC-9" cheques	Add up cheques (4 or 5 orders)	(8)
9) Upline (weekly)	Upline WWDB "	" (4 or 5 orders)	(9)
10) Upline (weekly)	Upline SOT "	" (4 or 5 orders)	(10)
11) Quixtar (On-line)	Invoice & Cr. card receipt	Add up receipts	(11)
12) Catalogue – (phone)	Invoice & Cr. card receipt	Add up receipts	(12)
		SUB-TOTAL (8-12)	
13) Majors: Dream Night	Cash or cheque vouchers	Add up vouchers (for the function)	(13)
14) " Leadership	" "	" (")	(14)
15) " Family Reunion	" "	" (")	(15)
16) " F.E.D.	" "	" (")	(16)
17) Mini's (include travel)	" "	" (")	(17)
18) Regionals (")	" "	" (")	(18)
19) Opens/SLMS/ATT (")	" "	" (")	(19)
20) UPL/DL STP (")	" "	" (")	(20)
		SUB-TOTAL (13-20)	
21) Advertising & promotion	Cash or cheque vouchers	(Tax form line 8521)	(21)
22) Management Fees	" "	(" 8871)	(22)
23) Meals and entertainment (50%)	" "	(" 8523)	(23)
24) Office expenses	" "	(" 8810)	(24)
25) Supplies	" "	(" 8811)	(25)
26) Professional fees	" "	(" 8860)	(26)
27) Salaries, wages & benefits	" "	(" 9060)	(27)
28) Travel	" "	(" 9200)	(28)
29) Tel / Cell / Fax etc.	" "	(" 9220)	(29)
30) Other expenses	" "	(" 9270)	(30)
		SUB-TOTAL (21-30)	
31) Home expenses (13 th sheet only) (Expenses for full 12 months)	Rent Property Taxes Insurance R & M Interest L/H/W (Utilities) TOTAL		
		Your% (10-50%)	(31)
32) Promotion (products / tools)	Monthly list	List at cost (Eng & Co. – Dr. Promo)	(32)
33) Personal use (Products)	Monthly list	List at cost (Eng & Co. – Dr. "Draw")	(33)
INSTRUCTIONS:	Compliments of:		
A) Do 1 sheet for each month: ("monthly summaries")	ENG & CO. #201 – 1001 Cloverdale Avenue Victoria, B.C. V8X 4C9		
B) Then do recap of all 12 months: (13th sheet - Summaries)	TEL: (250) 382-5121 FAX: (250) 382-5033 KATE: 1-888-272-3559		
C) Inventory at Dec. 31: \$ _____	<ul style="list-style-type: none"> • Special welcome to IBO's --- feel free to duplicate this sheet • For Financial Statement and tax advice/filing --- please call us --- and send the 13 sheets. • Also see special tax information sheets 		
D) Capital expenditures: \$ _____ (List items over \$500 each)			

Business Use of a Motor Vehicle

Identification

Make of vehicle _____

Km driven for business
purposes _____

Total kilometres driven
in year _____

Date of acquisition:

Purchase _____

Cost before GST+PST _____

GST+PST _____

Total _____

Lease _____

Length of lease _____

months

Monthly lease payment
include taxes _____

Manufacturer suggested
price, less taxes _____

Date of disposition (If
date is in the fiscal
period) _____

Expenses incurred

Fuel and oil _____

Maintenance and
repairs _____

Insurance _____

License and
registration fees _____

Interest _____

Other: _____

Subtotal _____

Parking fees _____

Total _____