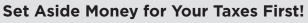


Financial Planning Worksheet

for Real Estate Agents

As a real estate agent, the most important rule to managing your money is to separate your taxes first before paying personal and business expenses. This will prevent you from running off the financial rails! Use these tables below to separate and categorize your personal and business expenses so you can be on your way to becoming a financial wizard!



After receiving each commission check, the first step is to set aside your taxes and divide the remaining into your personal and business accounts. A good rule of thumb is to est

divide the remaining into your personal and business accounts. A good rule of thumb is to establish a certain percentage for each account and consistently transfer the same amount per commission check. (For example, 20% for taxes, 50% for your personal account and 30% for your business account.) After you have divided your commission check you can work on separating your expenses!

BUSINESS PROFITS AND LOSS

Month:		
Income		
Gross Commissions		
Referral Fees		
Other		
TOTAL INCOME		
Expenses		
Salaries/Payroll		
Auto Expenses		
Commission Splits and/or Desk Fees		
Rent		
Office Expenses		
Cell Phones		
Taxes		
Marketing/Advertising		
Entertainment		
Other		
TOTAL EXPENSES		
Net Income		
(Total Income - Total Expenses)		
Gross Sales Volume		
(Gross Commission / Rate of Commission)		



HOME EXPENSES PRIORITIZED: ABC

A	В	C
FIXED EXPENSES that must be paid, cannot change right now.	IRREGULAR EXPENSES you can do something about if necessary.	DISCRETIONARY SPENDING that make up your wants.
Examples: Mortgage/rent, auto insurance, utilities	Examples: Phone bill, groceries, household maintenance	Examples: Gifts, recreation, dinners out

Feeling Overwhelmed By Finances?

In **The Pathway to Mastery**^{*} —**Advanced** course, you will get the most effective cash flow management system to not only survive in the real estate business but thrive! As a bonus you'll receive complementary access to the Commission Check Calculator within **Referral Maker**^{*} **CRM** so you will know exactly how much money to put in each account. Learn more at **buffiniandcompany.com/Advanced**