



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!

Set Aside Money for Your Taxes First!

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 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	B	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 complimentary 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