

YOUR WEEKLY MONEY SHEET

COMPLETE THIS BEFORE YOU PAY YOURSELF EACH WEEK AND YOU WILL NEVER EMBEZZLE FROM YOUR BUSINESS

- Line 1 Enter your Weekly Retail Sales _____
(this is the total BEFORE discounts given & BEFORE taxes)
- Line 2 Amount of Retail Discount Given _____
- Line 3 Total Sales Tax Collected _____
- Line 4 ACTUAL \$\$ Collected BEFORE tax _____
(Line 1 minus Line 2)

- Line A Wholesale Order to be placed _____
(50% of Line 1)
- Line B Amt to Set Aside to pay Business Loan _____
(8% of Line 4)
- Line C Amt to Set Aside for Business Supplies _____
(2% of Line 4)
- Line D YOUR PAYCHECK _____
(“Line 4” minus “Line A” minus “Line B” minus “Line C”)

This amount may be lower if you processed Debit/Credit Cards due to processing fees. Also..... if you have accepted payment plans from a client, then you will need to wait take your paycheck after you have collected the money on the sale.