

# SIMPLE 60-40 MONEY MANAGEMENT

By Gina Beck, Independent Sales Director

The white boxes are additions and subtractions. The gray boxes underneath the white boxes are new totals in that category. The total in the gray "Transaction" box should equal the sum of the 7 boxes to the right.

The %s in the "60%" section should not be changed. You control the %s in the "40%" section, depending on your priorities.

60% MK Departments			40% Profit Departments			
50%	5%	5%	_____%	_____%	_____%	_____%
			(ex: 15%)	(ex: 15%)	(ex: 5%)	(ex: 5%)

Description	Transaction	Sect 1 Product Order	Sect 2 Supplies	Business Expenses	Pay Yourself	Pay card / investment	MK Events	Build Your Store
Nov 5 Deposit	+\$320.00	+\$160.00	+\$16.00	+\$16.00	+\$48.00	+\$48.00	+\$16.00	+\$16.00
	\$320.00	\$160.00	\$16.00	\$16.00	\$48.00	\$48.00	\$16.00	\$16.00
Nov 9 Meeting	-\$3.00						-\$3.00	
	\$317.00	\$160.00	\$16.00	\$16.00	\$48.00	\$48.00	\$13.00	\$16.00
Basket supplies	-\$8.40			-\$8.40				
	\$308.60	\$160.00	\$16.00	\$7.60	\$48.00	\$48.00	\$13.00	\$16.00
Nov 12 Deposit	+\$460.00	+\$230.00	+\$23.00	+\$23.00	+\$69.00	+\$69.00	+\$23.00	+\$23.00
	\$768.60	\$390.00	\$39.00	\$30.60	\$117.00	\$117.00	\$36.00	\$39.00
Shoes	-\$63.50				-\$63.50			
	\$705.10	\$390.00	\$39.00	\$30.60	\$53.50	\$117.00	\$36.00	\$39.00
Credit card bill	-\$100.00					-\$100.00		
	\$605.10	\$390.00	\$39.00	\$30.60	\$53.50	\$17.00	\$36.00	\$39.00
MK Order \$464.50	-\$464.50	-\$390.00	-\$39.00					-\$35.50
	\$140.60	\$0.00	\$0.00	\$30.60	\$53.50	\$17.00	\$36.00	\$3.50

## Sect 1 Product Order

\$ to place wholesale orders to the company

## Sect 2 Supplies

samples, hostess gifts, brochures, etc.

## Business Expenses

PCP, postage, business cards, supplies, etc.

## Pay card / investment

your initial product order, bills, etc.

## MK Events

meetings, Career Conference, Seminar, etc.

## Build Your Store

add'l products if you don't have a full store

## How to transfer money between departments:

Description	Transaction	Sect 1 Product Order	Sect 2 Supplies	Business Expenses	Pay Yourself	Pay card / investment	MK Events	Build Your Store
	\$140.60	\$0.00	\$0.00	\$30.60	\$53.50	\$17.00	\$36.00	\$3.50
\$ for Conf Registration					-\$39.00		+\$39.00	
	\$140.60	\$0.00	\$0.00	\$30.60	\$14.50	\$17.00	\$75.00	\$3.50

You should NEVER transfer money OUT of your "Section 1 Product Order" column. It contains the money needed to replace products that have left your shelf. If you embezzle from the Product Order column, your inventory decreases. Less inventory results in fewer sales, which means less future income.

Remember that when you discount or give away your products, you are taking away from your PROFIT.

If you find that you need more money in a particular category, you have two options: 1) sell more products or 2) transfer money from one of the categories in the green 40% Profit section.

This money management system is not exact. Your deposits would include money collected from sales tax, but there is not a separate column to track that amount. This was done intentionally to keep the system simple. Since you are an independent business owner, you may add a separate column to track the sales tax from your deposits if you choose.