

# Bi-Weekly Payer Savings Planner

Monthly Revenue

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Savings Target "A" \$1,000.00

Savings Target "B"  $\frac{\text{Revenue}}{\text{Revenue}} \times 0.125 =$  Calculate Savings Target "B"

Savings Target "C"  $\frac{\text{Revenue}}{\text{Revenue}} \times .80 =$  Calculate Savings Target "C"

## Step 1: Trim the Fat, Not the Muscle

Our gut reaction when we want to save is to try to find your frivolous spending and cut it out. That works very well in home budgets, but in business budgets it is very easy to cut too deep and the wrong items needed to grow. Be careful not to cut beneficial advertising or professional services that help you bring in more revenue. Instead, it may be counter intuitive, but move your transactions from debit to credit card, so you CAN CONTROL THE DATES they are paid, and you see the whole month of expenses all in one place.

## Step 2: Bring in 2 More Recurring Clients

If you bring in two more recurring clients (bi-weekly or better) you should free up an extra \$125/fortnight or \$250/month to be used for savings.

## Step 3: Set Your Fate and Automate

Set your bank account up to automatically move \$125 to your savings every 14 days, at the end of your non-payroll week. One hiccup you may run into is some banks limit the number of savings transfers you are allowed to do, but two times per month should not exceed the amount allowed of a good small business banker.

## Step 4: SET GROUND RULES - What to Do If You Have Extra, Should I Save More?

This plan generates new revenue to begin your savings plan and for Target "A" It is suggested you only use the \$250/month we have generated for this stafe. Figuring out what else you can afford is tricky because of how many areas your "extra" money should be going. For example, if you are a bi-weekly payer you pay your people 26 times a year (not 24) so twice a year you will have 2 additional payrolls to come out of your monthly budget. For most cleaning businesses the two months those additional payrolls occur in will leave a larg net loss, and the best practice is to save for this throughout the year. Other items such as Worker's Compensation deposits, supplies and equipment bought in dicousnted bulk, or other large expenses require their own special savings.

## Step 5: Save Your Target "A" and Track your Progress

	Savings Date	Savings Amount	Savings Balance
1		\$125.00	\$125.00
2		\$125.00	\$250.00
3		\$125.00	\$375.00
4		\$125.00	\$500.00
5		\$125.00	\$625.00
6		\$125.00	\$750.00
7		\$125.00	\$875.00
8		\$125.00	<b>\$1,000.00</b>

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## Step 6: Save Your Target "B" and Track your Progress

Now that you have saved for 4 months and have saved your Target "A" you may be able to see over the last 16 weeks if you could have saved more. Don't forget to account for those extra expenses, and short-term savings needs, and **determine how much you can afford to save**. Save every two weeks on your non-payroll week like you did before, and make it automatic like you did before. Track your amounts and watch your total grow to Target "B".

	Savings Date	Savings Amount	Savings Balance
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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22			
23			
24			

## Step 7: Save Your Target "C" and Track your Progress

You have hit your stride now, so repeat Step 6 towards your final Savings Target "C" and track on a separate sheet.