



Daily

All deposits go to income account

Review cash flow trends

Bi-Monthly (10th and 25th)

Transfer all funds from Income Account to appropriate Sub Accounts

Profit Account > 14%

Tax Account > 15%

Owner's Pay Account > 18%

Operating Expenses Account > 53%

Disburse Owner's Salary from Owner's Pay Account

Pay Bills from Operating Expenses Account

Quarterly

Pay Tax Liabilities from Tax Account

Analyze and Adjust Target Allocation Percentages

Review financials with accountant

Annual

Make yearly contribution to retirement/savings accounts

