



MGE management experts

WEEKLY ALLOCATION SHEET

NOTE: This write-up is being provided as suggestions and ideas from which to do weekly financial planning for your office. This is not to be taken as a guarantee that the information provided is appropriate to your practice. Each practice is individually responsible for ensuring that any system implemented complies with the applicable federal, state and local accounting, tax and employment laws, rules and regulations governing the place in which your practice is located. These suggestions do NOT constitute legal or accounting advice. You should seek advice from your own accounting and legal advisors as to what is appropriate to implement in your practice, prior to implementation. MGE: Management Experts, Inc. is not responsible for any claims, real or otherwise, associated with this document or any part thereof.

w/e: _____/_____/_____

GROSS INCOME \$ _____

less: Bounced checks \$ _____ \$ _____

less: Credit card/Fin Charge \$ _____ \$ _____

less: Refunds \$ _____ \$ _____

less: Tax Set-aside ____% \$ _____ \$ _____

add: Bounced checks coll. \$ _____ \$ _____

CORRECTED GROSS INCOME \$ _____

less: Reserves (10%) \$ _____ \$ _____

less: Allocation Sum \$ _____ \$ _____

less: Approved POs \$ _____ \$ _____

Balance (To Profit Account) \$ _____