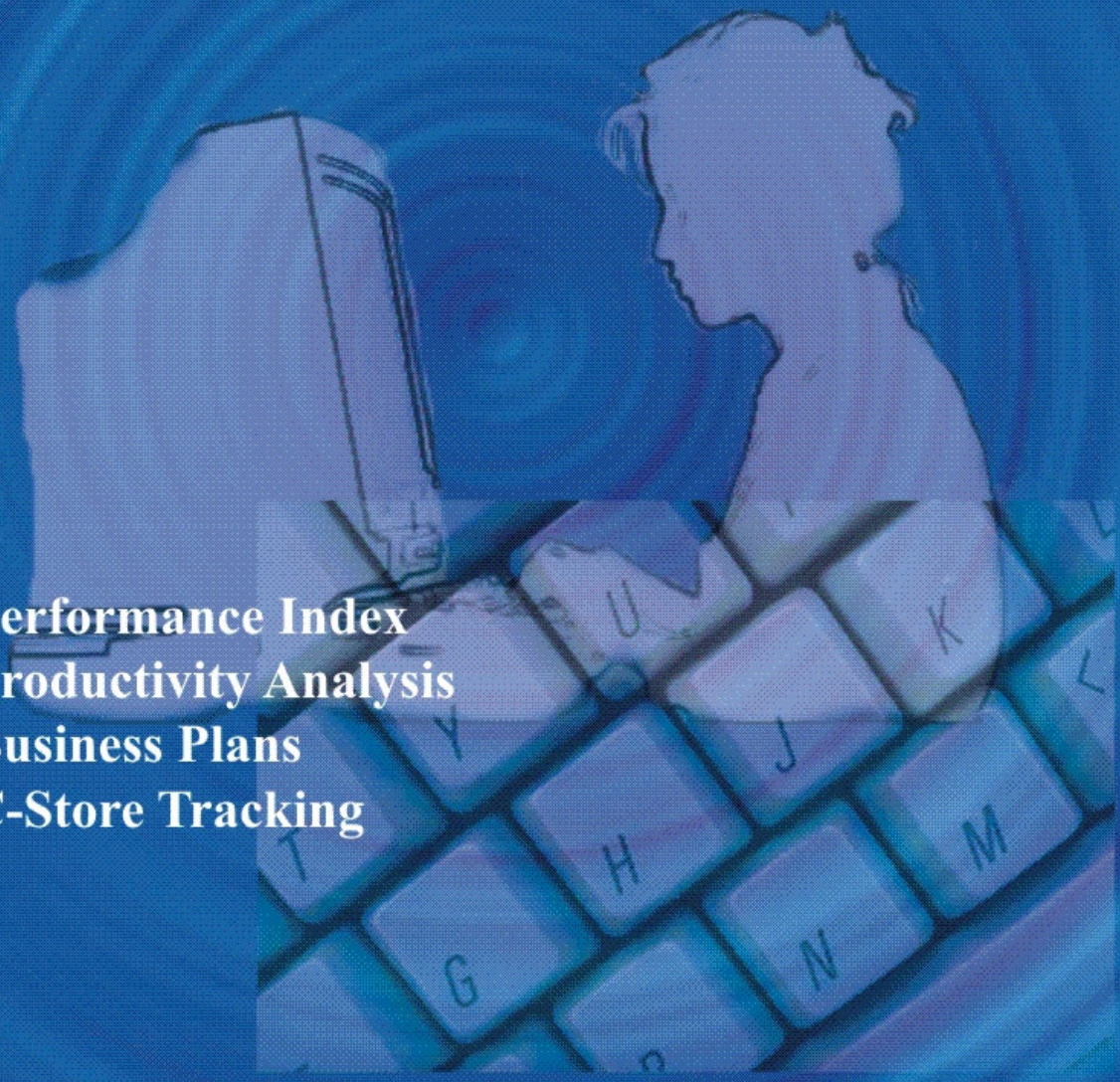
FasTrax Professional

Planning, Tracking and Analysis Software



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Welcome to ***FasTrax Professional***® Software. We have designed ***FasTrax Professional***® to give you management and marketing tools to assist in the improvement of your business or territory. It is our hope that you use the program often.

FasTrax Professional® is user friendly if you follow the instructions and take a few minutes to read this documentation. The time spent before operation will save you time in the use of ***FasTrax Professional***®

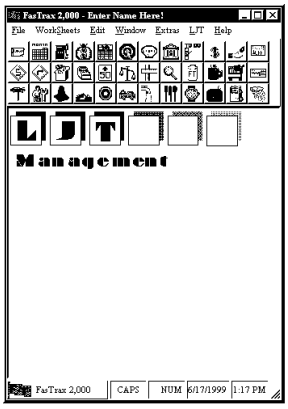
Please do not make copies of ***FasTrax Professional***® for your relatives and friends. If you do, you will rob our small company of the funds necessary to continue to improve our products.

The following pages contain instructions on how to use ***FasTrax Professional***®. If you have a problem, call us at the LJT Help Desk. That number is (858) 673-7227, or FAX your problem to us at (858) 673-2113.

Before you call, be sure that you have taken the time to read the appropriate chapter of these instructions. You may E-Mail your questions to SUPPORT@LJTUSA.COM.

To Load *FasTrax Professional*®

Windows Vista, XP, Professional and prior net Install



Place the Install CD in the CD drive. In the "Task Bar," click on [**Start**], select [**Run** . . .], in the space next to [**Open**] type **D:setup** (D being the letter of your CD drive). If you are unsure, click on the button labeled [**Browse**]. When ready, click on the button labeled [**OK**]. Answer the questions asked by the installation program. When the installation is complete, a ***FasTrax Professional***® icon will be in the program group you selected.

To Run *FasTrax Professional*®

To run, ***FasTrax Professional***® double click on the ***FasTrax Professional***® icon. This will bring up the program. Select a worksheet from the button bar at the top. You are ready to enter data. ***FasTrax Professional***® uses Windows drivers for most operations, including screen control, file manipulation and printing.

Keep your original ***FasTrax Professional***® disk in a safe place. Also, note that the program will not run off this disk.

There are several basic characteristics of ***FasTrax Professional***® data entry that every ***FasTrax Professional***® user should know:

Data Entry in *FasTrax Professional*®

1. In all worksheets, except Setup, the data is saved in the active worksheet when the worksheet is closed. If you want to save more than one version of data, use the pull-down menu command's File, Save as. , Use File. Retrieve to load previously saved data into the worksheet.

2. We recommend using the ENTER key to advance to another field whenever you have entered new data. Moving to another field by use of the arrow key without using the ENTER key may not execute the appropriate macro. This can result in improperly recorded data.

3. You may access pull-down menus and option buttons (to print reports, close worksheets, etc.) at any point in the program. The results of these operations will vary depending on what data has been entered and which macros have run.

4. Percent and dollar signs are not necessary; however, decimal points are required where applicable.

5. Dates must be entered using the format DD-MMM-YY (12-Jan-09), MMM-YY (Jan-09) or DD-MMM-YY (12-Jan-09). You may enter month names using the first three letters.
6. To delete the information from a worksheet, click on the cell or cells you wish to clear and press the DELETE key on the keypad of your computer. To delete all information from any worksheet, do a Select All (Control-A) to select all entry cells, and then press DELETE. This option is also available from the pull-down menus, under Edit, Select All. *Note*: in some worksheets (e.g., One Month Plan, Productivity Analysis), there are formulas in some cells that the user may override. Doing a group delete will NOT replace the formulas. Here, you must individually do a deletion *in the cell that should contain the formula*.
7. In the unlikely event any of the ***FasTrax Professional***® worksheets get corrupted, we have included a "spare tire" for your use. Please call our Technical Support line at (800) 535-0349 for instructions on how to extract and replace a worksheet.
8. If you see a cell containing a row of ###, this means the value in the cell exceeds the capacity of that cell. Check the numbers that contributed to that value.
9. Font styles and sizes for all data entry cells may be changed by using the "font" button.

Special Function Keys in *FasTrax* Professional®

Several of the function keys (F1 through F12 usually located at the top of the standard ***Windows*** keyboard) have special uses in ***FasTrax Professional***®. To access any of these functions, simply press the appropriate key.

F1 – Key Indicators – Opens the Key Indicators window. Key indicators are quick references for business success. Included in key indicators are the three major profit centers, major indicators of success and many factors that will affect that particular indicator. Several of the factors also include industry averages to use **only** as a guideline.

To use this feature, select the profit center, and then select the indicator you wish to learn about. The factors may be copied (to paste in an Action Plan for example) by double clicking on the factor you wish to copy.

F2 – Show Worksheet Buttons – Shows or hides the worksheet button bar at the top of the ***FasTrax Professional***® program window.

Special Function Keys in *FasTrax* Professional® – *continued*

The worksheet buttons allow easy and immediate access to any ***FasTrax Professional®*** worksheet. Click on the button and that worksheet opens.

F3 -- **Configuration Bar** -- Shows or hides the worksheet button configuration bar at the bottom of the ***FasTrax Professional®*** program window. Selecting one of the configuration buttons changes which ***FasTrax Professional®*** worksheet buttons are visible at that time. Worksheets that do not have a visible button are still accessible through the pull-down menus.

To define your own custom configurations, double click on a clear area of the configuration bar. This will bring up the Configuration chooser. You can then select the configuration button you wish to customize, input a name and select the worksheet buttons you wish to show in that configuration.

F4 -- **Preferences** -- Opens Preferences area. Preferences allow the user to describe his particular business for the program. When most of the ***FasTrax Professional®*** worksheets are opened, they refer to the preferences for department, fuel, expense and profit center names before showing on the screen. The several tabs allow the user to choose between the different business areas.

To change a preference item, select the item you wish to change, and double-click on that entry. Selecting "Cancel" will delete that item from the preferences. Preference sets may be saved as a group by selecting the "Save Preferences" buttons (the one that looks like a floppy disk). Saved preferences may be retrieved into the program by clicking on the "Retrieve Preferences" button to the right of the "Save Preferences" button. Individual preference items may be moved up or down within a category by using the arrow buttons.

F5 -- **Refresh** -- Refreshes active worksheet. There are times when the formulas in a worksheet require updating. To make sure of this, the user may refresh the worksheet by pressing the Refresh button.

FasTrax Professional® contains many worksheets. The table of contents includes a breakdown of the contents of the larger worksheets.

About the Manual

Each chapter in the manual contains information about a worksheet. These are represented in the order that they appear in the program. Each explanation begins with an objective, a description of how it works, followed by a sample of the output. Please keep in mind that the documentation cannot describe all of the details of the program, but gives an overview of each worksheet.

FasTrax Professional® forms and programs are for planning and analyzing purposes only. LJT Management Services, Inc., makes no claims as to the actual results of the business and makes no guarantees, either stated or implied, as to the profit any business will or can generate. In addition, LJT Management Services, Inc. is not responsible for lost data or time in case of lost information or corrupted files. By installing this program and using it, the user agrees to these terms.

LJT Disclaimer

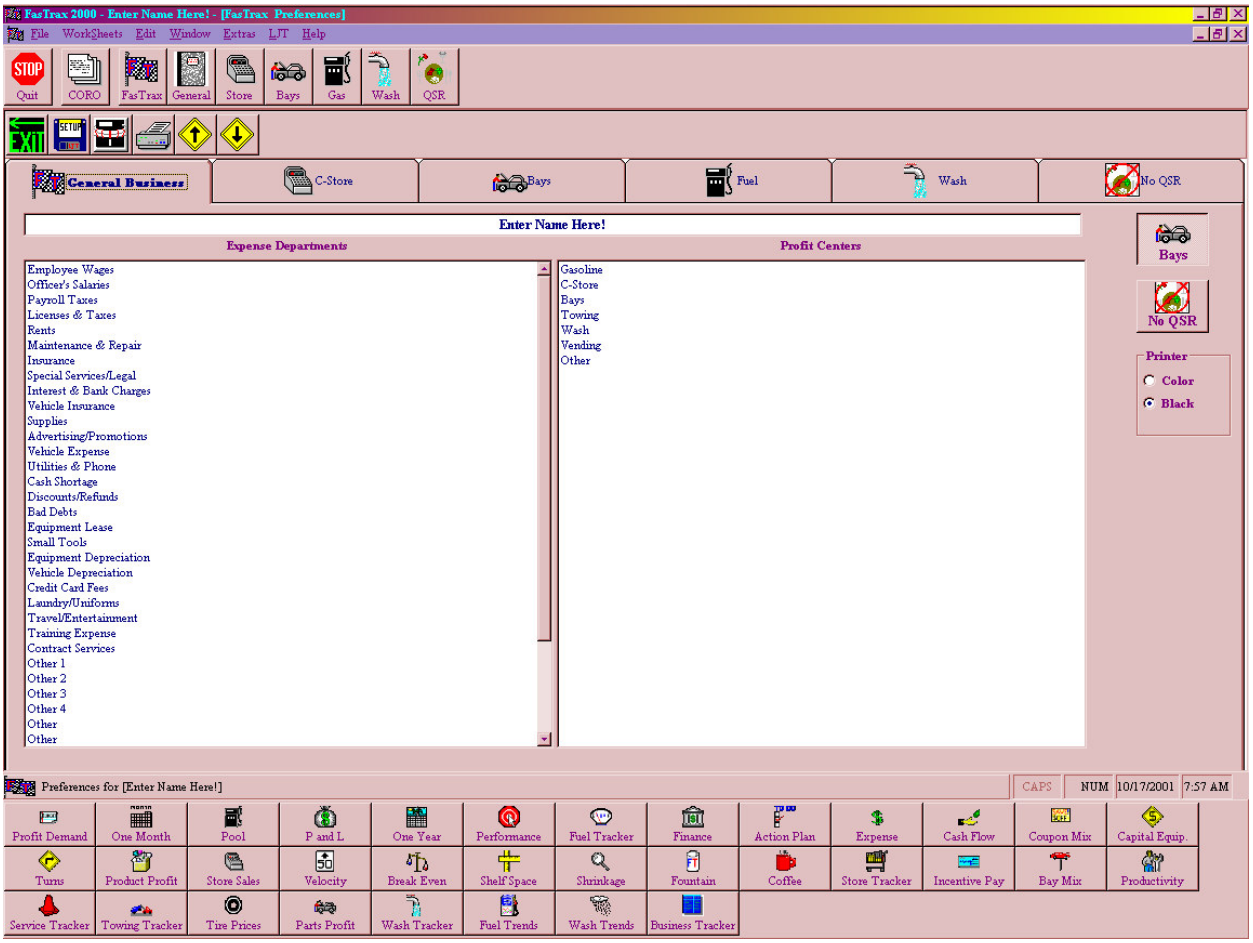
Preferences

Objective

The objective of the Preferences form is to define sales and expense department names, and the operator name used throughout the rest of the workbook.

Instructions

After selecting the “Preferences” worksheet, enter the “Operator Name” (this will print out on all reports). Select your configuration (bays or not, QSR or not) button. To change any department (Expense, Store, or Bay; name (Fuel or Wash); or item (Store or Service Tracker); simply double click on the line you wish to change. This will bring up a dialog box asking for the new entry. Type the new selection and click the [ENTER] key. When done you have several changes. You may [Save to disk] the setting for future use, [Retrieve] a previously saved Preferences, [Save and Exit] the Preferences worksheet, or [Restore] the default Preferences supplied with *FasTrax Professional*®. Several of the *FasTrax Professional*® workbooks will be customized, depending on your selections.



Personal Profit Demand

Instructions

The objective of the *Personal Profit Demand* form is to determine how much money is needed monthly by the operator to cover living expenses, repayment of personal debt, savings, and personal tax liability.

Objective

After selecting the "Personal Profit Demand," enter the amount of the demand item in the appropriate cell. When completed, the total personal profit demand will appear on the bottom of the form.

1/31/09 Personal Profit Demand Fast Freddie's Friendly Food and Fountain

Total Personal Profit Demand	
	$4,810
Housing	**$1,500**
Mortgage	$1,500
Mortgage Interest	
Rent/H.O.A.	
Taxes & Fees	**$285**
Fed & State	
Real Estate	$200
Pers. Property	$50
Car License	$35
Other	
Insurance	**$370**
Life	$50
Fire & Theft	$100
Health & Accident	$200
Car	$20
Pers. Property	
Homeowner	
Other	
Household	**$550**
Food/Beverage	$300
Appliances	
Furniture	$50
Household Repairs	
Veterinarian	
Household Help	
Home Supplies	
Clothing	$100
Personal Items	$100
Other	
Transportation	**$380**
Car Payments	$250
Maintenance	$30
Gasoline	$100
Other	
Contributions	**$100**
Church	$25
Charities	$50
Dues	
Gifts	$25
Other	
Personal Debt	**$125**
Loans/Installments	
Charge Accounts	$125
Bank Loans	
Medical	**$225**
Doctors	$100
Dentists	$75
Drugs	$50
Optical	
Other	
Utilities	**$305**
Fuel	$50
Electric	$125
Water	$20
Cable T.V.	$35
Trash Removal	$25
Telephone	$50
Other	
Recreation	**$270**
Magazines	$10
Newspapers	$15
Sports/Hobbies	$25
Movies	$20
Restaurants	$100
Vacations	$100
Sitter	
Other	
Education	**$100**
Tuition/Fees	$75
Books/Supplies	$25
Room/Board	
Other	
Personal Needs	**$50**
Tobacco	
Barber/Beauty	$50
Other	
Savings	**$50**
Investments	$500
Savings Accounts	$50
Other	

One-Month Plan

Objectives

The *One Month Station Plan* establishes the following goals:

1. The business net profit goal
2. A customized monthly budget
3. Gasoline sales objectives
4. Gasoline gross profit objectives for both margin and dollars
5. C-Store sales objectives
6. C-Store gross profit percentage and dollar objectives
7. Service bay sales objectives
8. Service bay gross profit percentage and dollar objectives
9. Service bay and island monthly and daily sales objectives
10. C-Store daily and by shift sales objectives

The *One Month Station Plan* allows for the analysis of goals vs. actual performance. You compare these goals after receipt of the monthly sales records and profit and loss statement from the accountant. Enter the month you are planning for.

Instructions

Enter your personal profit demand, business note payments, (principal only) and additional profit wanted. In a corporation, enter only business notes and additional profit wanted. The "Total Net Profit Desired" is the result of these entries. Be sure that it is both realistic and challenging. Press ENTER to move to the "Budget" area. Make the appropriate entries in the budget categories.

After entering your budget, you will see the "Total Gross Profit Demand." Enter the realistic gallonage sales projection for the month for which you are planning. Enter a realistic pool margin (W.A.M.). Use the "Pool Margin" worksheet to calculate your W.A.M.

Enter projected C-Store or snack shop sales. Enter a projected gross profit percentage. When you are completing your sales and profit goals, you can adjust these numbers. Be realistic in your goals. The result is your projected "C-Store Gross Profit." For 30% make the entry as 0.30.

Enter your "Service Bay Gross Profit Percentage Goal." This goal percentage should be close to your actual performance. Do not set it too high or you will have trouble making your goals. For 60% make the entry as 0.60.

The result of these entries is your "Total Required Bay Sales." You can now customize these goals by department by entering the appropriate data. In the Bay Sales and C-Store Sales Plan, you will note that the total sales required are on the bottom of this screen, shown as "Goal."

Enter the number of days the C-Store or bays will be open during the month. Press enter, and the cursor will move to the first department sales entry cell. You can change the departments listed in the "Setup" worksheet. Keep in mind that any numbers you have entered will also become part of the workbook and will appear each subsequent time you go into this program.

NOTE: We recommend that all departments for sales and budgets be established and updated before the forms are completed.

You can enter monthly sales by two methods in *FasTrax Professional*®. The main method is to enter the sales dollars for each department until the totals and the goal are equal. The second method is to enter sales mix percentages. You can change the shift goal percentages and/or the individual shift sales dollars. Move the cursor and make any changes you want. If you change the shift mix percentages, be sure that the changed percentages add to 100%. Enter 35% as 0.35.

After completion of the bay entries, *FasTrax Professional*® will take you to the "C-Store" screen. Make entries in the same manner as you did on the "Bay" screen. To change or add departments follow the same procedure as for the bay. For sales by employee, enter the number of employees in the "# of Empl." column. The result is monthly and daily sales goals. Finally, customize the gross profit goals. Enter 45% as .45. Be certain that "Total G.P.%" is within 4-5% of the goal percentage. Make sure that the "Total Sales" is equal to the "Total Goal."

When you have the end-of-months' sales, gross profit, and expense information, you can complete the "Monthly Business Plan." Continue down the workbook.

Enter your actual sales in the appropriate column. Service bay sales are first, followed by C-Store sales. As you enter data, the difference either plus or minus is reflected in the "Sales Over/(Short)" column. When complete establish a priority and type in a comment or number in the "Priority" column. Enter actual expense dollars by department. The difference is either over or under budget. Establish priorities and note them.

The business plan and analysis are now complete. Use a hard copy to build additional one-month plans. In addition, if you want to complete a twelve-month plan, you can import the one-month goals into the program as the first of the twelve months.

Net Profit Goal	November, 20xx
Pers. Profit Demand (Ex Notes)	$4,810
Business Notes (Principal Only)	$500
Additional Profit Desired	$2,000
Total Net Profit Desired	$7,310

Itemized Operating Budget	
Employee Wages	$20,147
Officer's Salaries	$10,000
Payroll Taxes	$6,500
Licenses & Taxes	$200
Rents	$7,800
Maintenance & Repair	$500
Insurance	$1,450
Special Services/Legal	$300
Interest & Bank Charges	$250
Vehicle Insurance	$50
Supplies	$300
Advertising/Promotions	$850
Vehicle Expense	$75
Utilities & Phone	$4,000
Cash Shortage	$300
Discounts/Refunds	$325
Bad Debts	$150
Equipment Lease	$1,250
Small Tools	$100
Equipment Depreciation	$2,000
Vehicle Depreciation	$150
Credit Card Fees	$500
Laundry/Uniforms	$250
Travel/Entertainment	
Training Expense	$200
Contract Services	$500
Other 1	$50
Other 2	
Other 3	
Other 4	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
last	
Other 3	

Total Operating Budget		$58,197
Gross Profit Demand		**$65,507**
Less Gasoline Gross Profit		
Total Gallons Projected	**150,000**	
C.P.G. (Pool Margin)	**$0.090**	
Total		$13,500
Gross Profit Required from S.O.T.G.		$52,007

	Store	Bays	Subs	Burgers	Pizza	Total
Projected Sales:	**$30,000**	**$20,000**	**$7,500**	**$48,000**	**$9,000**	$114,500
Projected GP%	**40%**	**60%**	**42%**	**37%**	**46%**	
Projected GP$	$12,000	$12,000	$3,150	$17,760	$4,140	$49,050

Remaining Required Gross Profit $		$2,957
Gross Profit %	**50%**	
Remaining Sales Goal		$5,915

Days Open This Month: **31**

Monthly C-Store Sales Plan

C-Store Sales Department	Mix %	Monthly $	Daily $	Shift 1 30%	Shift 2 25%	Shift 3 20%	Shift 4 10%	G.P. % Goals
Cigarettes	**22%**	**$8,500**	**$274**	**$82**	**$69**	**$55**	**$27**	**22%**
Other Tobacco	**3%**	**$1,300**	**$42**	**$13**	**$10**	**$8**	**$4**	**20%**
Soft Drinks	**9%**	**$3,500**	**$113**	**$34**	**$28**	**$23**	**$11**	**40%**
Juice/Water/Tea/Iso/New Age	**4%**	**$1,500**	**$48**	**$15**	**$12**	**$10**	**$5**	**35%**
Beer/Wine/Spirits	**11%**	**$4,000**	**$129**	**$39**	**$32**	**$26**	**$13**	**40%**
Candy/Gum	**4%**	**$1,500**	**$48**	**$15**	**$12**	**$10**	**$5**	**35%**
Salty Snacks	**3%**	**$1,000**	**$32**	**$10**	**$8**	**$6**	**$3**	**35%**
Milk/Dairy	**4%**	**$1,500**	**$48**	**$15**	**$12**	**$10**	**$5**	**35%**
Groceries	**7%**	**$2,500**	**$81**	**$24**	**$20**	**$16**	**$8**	**40%**
Bakery	**3%**	**$1,000**	**$32**	**$10**	**$8**	**$6**	**$3**	**33%**
H.B.C.	**4%**	**$1,500**	**$48**	**$15**	**$12**	**$10**	**$5**	**35%**
Automotive/Oil	**3%**	**$1,000**	**$32**	**$10**	**$8**	**$6**	**$3**	**33%**
Hot Fountain	**5%**	**$2,000**	**$65**	**$19**	**$16**	**$13**	**$6**	**65%**
Cold Fountain	**3%**	**$1,000**	**$32**	**$10**	**$8**	**$6**	**$3**	**60%**
Snack Bar	**4%**	**$1,500**	**$48**	**$15**	**$12**	**$10**	**$5**	**58%**
General Merchandise	**3%**	**$1,000**	**$32**	**$10**	**$8**	**$6**	**$3**	**30%**
Frozen Foods	**3%**	**$1,200**	**$39**	**$12**	**$10**	**$8**	**$4**	**40%**
Ice Cream	**3%**	**$1,000**	**$32**	**$10**	**$8**	**$6**	**$3**	**35%**
Lotto/Lottery	**4%**	**$1,500**	**$48**	**$15**	**$12**	**$10**	**$5**	**5%**
Other								
Other								
Other								
Other								
Other								
Other								
Other								
Other								
Other								
Other								
Other								
Other								
Totals	100%	$38,000	$1,226	$368	$306	$245	$123	35%
Goal	**127%**	**$30,000**	**$968**	**$290**	**$242**	**$194**	**$97**	**40%**
Difference	**-27%**	**$8,000**	**$258**	**$77**	**$65**	**$52**	**$26**	**-5%**

Days Open This Month:	26	Monthly Service Bay Sales Plan					
Bay Departments	Mix %	Monthly $	Daily $	Number of Employees	Monthly $ By Empl.	Daily $ By Empl.	G.P. % Goals
Oil/ATF	4%	$1,500	$58	3	$500	$19	45%
Tires	11%	$4,000	$154	3	$1,333	$51	30%
Batteries	7%	$2,500	$96	3	$833	$32	35%
Stocking Parts	15%	$5,500	$212	3	$1,833	$71	47%
Non-Stocking Parts	17%	$6,000	$231	3	$2,000	$77	45%
Labor	42%	$15,000	$577	3	$5,000	$192	95%
Other 1	4%	$1,500	$58	3	$500	$19	100%
Other 2							
Other 3							
Totals	100%	$36,000	$1,385		$12,000	$462	66%
Goal	180%	$20,000	$769				60%
Difference	-80%	$16,000	$615				6%

Days Open This Month:	30	Sales Plan for Subs						
	Mix	Monthly	Daily	Counter	Drive-thru	Delivery	Other	G.P. %
Q.S.R. Departments	%	$	$	75%	20%	5%		Goals
Value Meals	46%	$6,000	$200	$150	$40	$10		40%
Drinks	34%	$4,500	$150	$113	$30	$8		70%
Side Orders	5%	$600	$20	$15	$4	$1		60%
Deserts	3%	$450	$15	$11	$3	$1		20%
Kids Meals	5%	$600	$20	$15	$4	$1		35%
Breakfast	5%	$700	$23	$18	$5	$1		34%
QSR Other 1	2%	$300	$10	$8	$2	$1		40%
QSR Other 2								
Other Sub								
Totals	100%	$13,150	$438	$329	$88	$22		50%
Goal	175%	$7,500	$250	$188	$50	$13		42%
Difference	-75%	$5,650	$188	$141	$38	$9		8%

Days Open This Month:	30	Sales Plan for Burgers						
	Mix	Monthly	Daily	Counter	Drive-thru	Delivery	Other	G.P. %
Q.S.R. Departments	%	$	$	75%	20%	5%		Goals
Value Meals	45%	$24,000	$800	$600	$160	$40		40%
Drinks	34%	$18,000	$600	$450	$120	$30		70%
Side Orders	5%	$2,500	$83	$63	$17	$4		60%
Deserts	3%	$1,800	$60	$45	$12	$3		20%
Kids Meals	5%	$2,500	$83	$63	$17	$4		35%
Breakfast	7%	$3,500	$117	$88	$23	$6		34%
QSR Other 1	2%	$1,200	$40	$30	$8	$2		40%
QSR Other 2								
Other Burger								
Totals	100%	$53,500	$1,783	$1,338	$357	$89		50%
Goal	111%	$48,000	$1,600	$1,200	$320	$80		37%
Difference	-11%	$5,500	$183	$138	$37	$9		13%

Days Open This Month:	30	Sales Plan for Pizza						
	Mix	Monthly	Daily	Counter	Drive-thru	Delivery	Other	G.P. %
Q.S.R. Departments	%	$	$	75%	20%	5%		Goals
Value Meals	48%	$5,000	$167	$125	$33	$8		40%
Drinks	38%	$4,000	$133	$100	$27	$7		70%
Side Orders	6%	$600	$20	$15	$4	$1		60%
Deserts	1%	$100	$3	$3	$1	$0		20%
Kids Meals								
Breakfast								
QSR Other 1	8%	$800	$27	$20	$5	$1		40%
QSR Other 2								
Other Pizza								
Totals	100%	$10,500	$350	$263	$70	$18		52%
Goal	117%	$9,000	$300	$225	$60	$15		37%
Difference	-17%	$1,500	$50	$38	$10	$3		15%

Monthly Sales Analysis				
Sales Department	Goal	Actual	Over/(Short)	Priority
Gasoline (Gallons)	150,000	145,000	(5,000)	
C-Store Sales Department	Goal	Actual	Over/(Short)	Priority
Cigarettes	$8,500	$9,100	$600	
Other Tobacco	$1,300	$1,250	($50)	
Soft Drinks	$3,500	$4,000	$500	
Juice/Water/Tea/Iso/New Age	$1,500	$2,300	$800	
Beer/Wine/Spirits	$4,000	$3,500	($500)	
Candy/Gum	$1,500	$1,200	($300)	
Salty Snacks	$1,000	$1,200	$200	
Milk/Dairy	$1,500	$1,450	($50)	
Groceries	$2,500	$2,800	$300	
Bakery	$1,000	$1,200	$200	
H.B.C.	$1,500	$1,450	($50)	
Automotive/Oil	$1,000	$1,100	$100	
Hot Fountain	$2,000	$2,200	$200	
Cold Fountain	$1,000	$1,425	$425	
Snack Bar	$1,500	$1,700	$200	
General Merchandise	$1,000	$800	($200)	
Frozen Foods	$1,200	$1,100	($100)	
Ice Cream	$1,000	$950	($50)	
Lotto/Lottery	$1,500	$1,800	$300	
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Store Totals	$38,000	$40,525	$2,525	

Bay Sales Analysis				
Bay Sales Department	Goal	Actual	Over/(Short)	Priority
Oil/ATF	$1,500	$2,000	$500	
Tires	$4,000	$4,200	$200	
Batteries	$2,500	$1,800	($700)	
Stocking Parts	$5,500	$4,800	($700)	
Non-Stocking Parts	$6,000	$6,500	$500	
Labor	$15,000	$18,000	$3,000	
Other 1	$1,500	$1,300	($200)	
Other 2				
Other 3				
Bay Totals	$36,000	$38,600	$2,600	

Sales Analysis for Subs				
Batteries	Goal	Actual	Over/(Short)	Priority
Value Meals	$6,000	$5,800	($200)	
Drinks	$4,500	$4,600	$100	
Side Orders	$600	$850	$250	
Deserts	$450	$300	($150)	
Kids Meals	$600	$650	$50	
Breakfast	$700	$300	($400)	
QSR Other 1	$300	$450	$150	
QSR Other 2				
Other Sub				
QSR Totals	$13,150	$12,950	($200)	

Sales Analysis for Burgers				
Q.S.R. Departments	Goal	Actual	Over/(Short)	Priority
Value Meals	$24,000	$28,000	$4,000	
Drinks	$18,000	$15,800	($2,200)	
Side Orders	$2,500	$2,250	($250)	
Deserts	$1,800	$2,100	$300	
Kids Meals	$2,500	$3,200	$700	
Breakfast	$3,500	$3,800	$300	
QSR Other 1	$1,200	$1,500	$300	
QSR Other 2				
Other Burger				
QSR Totals	$53,500	$56,650	$3,150	

Sales Analysis for Pizza				
Days Open This Month:	Goal	Actual	Over/(Short)	Priority
Value Meals	$5,000	$4,650	($350)	
Drinks	$4,000	$4,150	$150	
Side Orders	$600	$750	$150	
Deserts	$100	$85	($15)	
Kids Meals				
Breakfast				
QSR Other 1	$800	$985	$185	
QSR Other 2				
Other Pizza				
QSR Totals	$10,500	$10,620	$120	

Monthly Gross Profit Analysis						
	Goal	Actual	Over/(Short)			
Net Profit	$7,310	$6,800	($510)			
	Goal	Actual	Over/(Short)			Priority
Gasoline (Dollars)	$13,500	$146,500	$133,000			
C-Store Sales Department	Goal %	Actual %	G.P.% Deficit	Sales $	Over/(Short)	Priority
Cigarettes	22%	23%	1.0%	$9,100	$91	
Other Tobacco	20%	21%	1.0%	$1,250	$13	
Soft Drinks	40%	38%	-2.0%	$4,000	($80)	
Juice/Water/Tea/Iso/New Age	35%	35%		$2,300		
Beer/Wine/Spirits	40%	41%	1.0%	$3,500	$35	
Candy/Gum	35%	32%	-3.0%	$1,200	($36)	
Salty Snacks	35%	38%	3.0%	$1,200	$36	
Milk/Dairy	35%	36%	1.0%	$1,450	$15	
Groceries	40%	39%	-1.0%	$2,800	($28)	
Bakery	33%	30%	-3.0%	$1,200	($36)	
H.B.C.	35%	40%	5.0%	$1,450	$73	
Automotive/Oil	33%	35%	2.0%	$1,100	$22	
Hot Fountain	65%	70%	5.0%	$2,200	$110	
Cold Fountain	60%	65%	5.0%	$1,425	$71	
Snack Bar	58%	60%	2.0%	$1,700	$34	
General Merchandise	30%	29%	-1.0%	$800	($8)	
Frozen Foods	40%	42%	2.0%	$1,100	$22	
Ice Cream	35%	30%	-5.0%	$950	($48)	
Lotto/Lottery	5%	5%		$1,800		
Other						
Other						
Other						
Other						
Other						
Other						
Other						
Other						
Other						
Other						
Other						
Store Averages	35%	36%	0.9%	$40,525	$285	

Monthly Gross Profit Analysis

Bay Sales Department	Goal %	Actual %	G.P.% Deficit	Sales $	Over/(Short)	Priority
Oil/ATF	45%	40%	-5.0%	$2,000	($100)	
Tires	30%	32%	2.0%	$4,200	$84	
Batteries	35%	36%	1.0%	$1,800	$18	
Stocking Parts	47%	50%	3.0%	$4,800	$144	
Non-Stocking Parts	45%	43%	-2.0%	$6,500	($130)	
Labor	95%	94%	-1.0%	$18,000	($180)	
Other 1	100%	100%		$1,300		
Other 2						
Other 3						
Bay Averages	66%	68%	1.8%	$38,600	$122	

Gross Profit Analysis for Subs

Q.S.R. Departments	Goal %	Actual %	G.P.% Deficit	Sales $	Over/(Short)	Priority
Value Meals	40%	42%	2.0%	$5,800	$116	
Drinks	70%	71%	1.0%	$4,600	$46	
Side Orders	60%	58%	-2.0%	$850	($17)	
Deserts	20%	22%	2.0%	$300	$6	
Kids Meals	35%	36%	1.0%	$650	$7	
Breakfast	34%	36%	2.0%	$300	$6	
QSR Other 1	40%	42%	2.0%	$450	$9	
QSR Other 2						
Other Sub						
QSR Averages	50%	52%	2.5%	$12,950	$173	

Gross Profit Analysis for Burgers

	Goal %	Actual %	G.P.% Deficit	Sales $	Over/(Short)	Priority
Value Meals	40%	30%	-10.0%	$28,000	($2,800)	
Drinks	70%	60%	-10.0%	$15,800	($1,580)	
Side Orders	60%	63%	3.0%	$2,250	$68	
Deserts	20%	18%	-2.0%	$2,100	($42)	
Kids Meals	35%	33%	-2.0%	$3,200	($64)	
Breakfast	34%	31%	-3.0%	$3,800	($114)	
QSR Other 1	40%	30%	-10.0%	$1,500	($150)	
QSR Other 2						
Other Burger						
QSR Averages	40%	39%	-0.5%	$56,650	($4,683)	

Gross Profit Analysis for Pizza

	Goal %	Actual %	G.P.% Deficit	Sales $	Over/(Short)	Priority
Value Meals	40%	42%	2.0%	$4,650	$93	
Drinks	70%	65%	-5.0%	$4,150	($208)	
Side Orders	60%	61%	1.0%	$750	$8	
Deserts	20%	18%	-2.0%	$85	($2)	
Kids Meals						
Breakfast						
QSR Other 1	40%	42%	2.0%	$985	$20	
QSR Other 2						
Other Pizza						
QSR Averages	20%	52%	32.1%	$10,620	($89)	

Monthly Expense Analysis				
Expense Department	Goal	Actual	Over/(Short)	Priority
Employee Wages	$20,147	$22,000	$1,853	
Officer's Salaries	$10,000	$11,000	$1,000	
Payroll Taxes	$6,500	$5,800	($700)	
Licenses & Taxes	$200	$125	($75)	
Rents	$7,800	$7,500	($300)	
Maintenance & Repair	$500	$250	($250)	
Insurance	$1,450	$985	($465)	
Special Services/Legal	$300	$320	$20	
Interest & Bank Charges	$250	$50	($200)	
Vehicle Insurance	$50	$25	($25)	
Supplies	$300	$180	($120)	
Advertising/Promotions	$850	$950	$100	
Vehicle Expense	$75	$60	($15)	
Utilities & Phone	$4,000	$3,600	($400)	
Cash Shortage	$300	$125	($175)	
Discounts/Refunds	$325	$100	($225)	
Bad Debts	$150		($150)	
Equipment Lease	$1,250	$850	($400)	
Small Tools	$100	$50	($50)	
Equipment Depreciation	$2,000	$2,000		
Vehicle Depreciation	$150	$150		
Credit Card Fees	$500	$300	($200)	
Laundry/Uniforms	$250	$180	($70)	
Travel/Entertainment				
Training Expense	$200	$275	$75	
Contract Services	$500	$600	$100	
Other 1	$50	$150	$100	
Other 2				
Other 3				
Other 4				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
last				
Other 3				
Total Budget	$58,197	$57,625	($572)	

Pool Margin Analysis

Objectives

The *Pool Margin Analysis* is a method of analyzing gasoline gross profit margin, island split, product mix, and gasoline volume. Use the *Pool Margin Analysis* to complete a break-even analysis for both full facilities and C-Stores.

Instructions

After selecting the "Pool Margin Analysis" worksheet, make your entries as discussed below. When you press ENTER, the cursor will move to the next cell. You can change any of the fuel names shown in the "Setup" screen as discussed previously. This workbook has three sections. Section 1, which you are looking at now, is "Actual." Enter the retail prices for both self-service and full service. If you offer cash and credit prices, we recommend using the cash prices. Enter your cost of each product on the "Cost" line in the appropriate cell. If you enter the full service cost, ***FasTrax Professional***® will enter the self-service cost automatically.

If there is a fuel rebate, enter the rebate in cents per gallon for the appropriate product. For example, you should enter five cents per gallon as 0.05. Do not use dollar signs. ***FasTrax Professional***® will include them for you.

Enter each product's gallons sold for both full and self-service. Use the last month's gasoline volume for analysis. For pricing, use the most current retail price, rebates, and cost. If the analysis is for self-service only, enter figures only in self-service columns. Do not use projected gallons only actual in this section.

If there is sales tax on motor fuel, move the cursor to the "Sales Tax" cell and enter the percentage of fuel tax. For example, if the sales tax is, 6.5% enter the tax rate as 0.065. If the tax is not on the full retail, and excludes any already included motor fuel taxes, enter the cents per gallon in the "Fuel Tax" cell.

The program can adjust for credit cards and discount for cash. Enter estimated percent of credit card use, and enter the credit card fee percentage. If credit card use is about, 20% enter as 0.20. If the credit card fee charged is 3¢, enter .03.

This section reflects product mix, by island, pool margin (W.A.M.), and fuel gross profit by product.

Pool Margin Analysis – *continued*

This section reflects the actual sales, gross profits, pool margins, and island margins. Note that "Projected" and "Actual" are the same. Continue down to the "Projected" section. ***FasTrax Professional***® brings all of the information from the "Actual" section forward for you to begin making what-if scenarios. You can change any of the following on this section.

1. Retail Price of all products and both islands.
2. Gallons sold of any or all products.
3. Rebates paid on any or all products.

By changing the price only, you have in the final section the break-even analysis. If you reduce a price, what is reflected at the bottom of the screen is the "Gross Profit Deficit" created by the price reduction. For example, if you dropped the price by .02 on the retail price of self service regular unleaded, the bottom of the screen would reflect the lost gross profit dollars if gasoline volume is the same.

The second figure that this analysis will give you is the "Additional Gallons Required to Break Even." The analysis makes the assumption that the product mix will not change significantly. If it does, your actual gross profit reduction would not be the same as what the projection shows. Please also keep in mind that LJT is not suggesting that you base your pricing policies and decisions solely on this management tool. These figures are estimates only and your results can vary.

After making a price change, you can see the change in the "Summary Table." Located in bottom section the summary will reflect the actual and projected gross profit, the actual and projected pool margin, and the G.P. deficit and additional gallons required to break even. You are ready to save and print your analysis. After you have saved and printed your file, exit the program in the usual manner. You can retrieve the file if you have saved it.

Evaluation

Evaluation of the "Pool Margin Analysis" is very evident. Pricing affects, volume, margin, mix, and gross profit, and traffic coming into the station or store. You can use this form to analyze these possible changes. Keep in mind other factors that also affect that volume as well, such as image, personnel, and service. Use this only as one tool to analyze your business.

2/1/xx Pool Margin Analysis Report Fast Freddie's Friendly Food and Fix-It

	SELF SERVE				FULL SERVE			
	Regular	Mid-Grade	Premium	Diesel	Regular	Mid-Grade	Premium	Diesel
Cash Price	$1.099	$1.199	$1.299		$1.299	$1.399	$1.499	
Net Price	$1.022	$1.115	$1.208		$1.208	$1.301	$1.394	
Cost	$0.985	$1.020	$1.040		$0.985	$1.020	$1.040	
Margin	$0.037	$0.095	$0.168		$0.223	$0.281	$0.354	
Rebate								
Net Margin	$0.037	$0.095	$0.168		$0.223	$0.281	$0.354	
Gallons	115,000	15,000	20,000		2,000	1,500	5,000	
G.P.$	$4,292	$1,430	$3,367		$447	$422	$1,722	
Mix %	76.7%	10.0%	13.3%		23.5%	17.6%	58.8%	

Sales Tax	7.5%	% Credit Card	
Fuel Tax		Credit Card Fee	
Diesel Tax			

	SELF SERVE				FULL SERVE			
	Regular	Mid-Grade	Premium	Diesel	Regular	Mid-Grade	Premium	Diesel
Cash Price	$1.089	$1.189	$1.299		$1.299	$1.399	$1.499	
Net Price	$1.013	$1.106	$1.208		$1.208	$1.301	$1.394	
Cost	$0.985	$1.020	$1.040		$0.985	$1.020	$1.040	
Margin	$0.028	$0.086	$0.168		$0.223	$0.281	$0.354	
Rebate								
Net Margin	$0.028	$0.086	$0.168		$0.223	$0.281	$0.354	
Gallons	115,000	15,000	20,000		2,000	1,500	5,000	
G.P.$	$3,223	$1,291	$3,367		$447	$422	$1,722	
Mix %	76.7%	10.0%	13.3%		23.5%	17.6%	58.8%	

Gallons	Self Serve	Full Serve	Total	Additional Gallons Required
Actual	150,000	8,500	158,500	18,217
Projected	150,000	8,500	158,500	

G.P.$	Self Serve	Full Serve	Total	Deficit
Actual	$9,090	$2,641	$11,731	$1,209
Projected	$7,881	$2,641	$10,522	

Pool Margin	Self Serve	Full Serve	Total
Actual	$0.061	$0.311	$0.074
Projected	$0.053	$0.311	$0.066

Profit and Loss Statement

Objectives

The objective of the *Profit and Loss Statement* is to identify the profitable sales departments and the more (and less) costly expense departments in your business. It also allows a quick view of the business' overall activity.

Instructions

Enter the gallonage sold in the first cell.

Enter the fuel sales and fuel cost for the period. "Gross Profit Dollars" and percentage will automatically calculate when the ENTER key is pressed. Enter sales and costs for sales departments, and expenses for each expense department in turn.

Fuel Sales	15,000	Gallons in	November		
	Sales	Cost	G.P. $	G.P. %	
Motor Fuel	$165,000	$152,000	$13,000	7.9%	

Subs Sales		
	Sales	% of Total
Value Meals	$4,700	42%
Drinks	$3,500	31%
Side Orders	$400	4%
Deserts	$600	5%
Kids Meals	$850	8%
Breakfast	$900	8%
QSR Other 1	$200	2%
QSR Other 2		
Other Sub		
Subs Sales Total	$11,150	

Subs Costs			
	Cost	% of Total	% of Sales
Food Cost	$2,500	59%	22%
Paper Cost	$1,000	24%	9%
Premium Cost	$500	12%	4%
Other Cost	$250	6%	2%
Other			
Subs Cost Total	$4,250		
Subs Gross Profit	$6,900		62%

Burgers Sales		
	Sales	% of Total
Value Meals	$38,000	341%
Drinks	$20,000	179%
Side Orders	$8,000	72%
Deserts	$6,000	54%
Kids Meals	$4,000	36%
Breakfast	$3,600	32%
QSR Other 1		
QSR Other 2		
Other Burger		
Burgers Sales Total	$79,600	

Burgers Costs			
	Cost	% of Total	% of Sales
Food Cost	$18,000	66%	23%
Paper Cost	$5,000	18%	6%
Premium Cost	$2,800	10%	4%
Other Cost	$1,400	5%	2%
Other			
Burgers Cost Total	$27,200		
Burgers Gross Profit	$52,400		66%

Pizza Sales		
	Sales	% of Total
Value Meals	$5,000	46%
Drinks	$3,000	28%
Side Orders	$2,800	26%
Deserts		
Kids Meals		
Breakfast		
QSR Other 1		
QSR Other 2		
Other Pizza		
Pizza Sales Total	$10,800	

Pizza Costs			
	Cost	% of Total	% of Sales
Food Cost	$2,000	67%	19%
Paper Cost	$1,000	33%	9%
Premium Cost			
Other Cost			
Other			
Pizza Cost Total	$3,000		
Pizza Gross Profit	$7,800		72%

Bay Departments				
Sales Departments	Sales	Cost	G.P. $	G.P. %
Oil/ATF	$4,500	$2,500	$2,000	44.4%
Tires	$4,000	$3,000	$1,000	25.0%
Batteries	$2,500	$1,800	$700	28.0%
Stocking Parts	$6,000	$3,000	$3,000	50.0%
Non-Stocking Parts	$7,500	$4,000	$3,500	46.7%
Labor	$15,000	$1,500	$13,500	90.0%
Other 1	$1,500	$250	$1,250	83.3%
Other 2				
Other 3				
Bay Totals	$41,000	$16,050	$24,950	60.9%

C-Store Departments				
Sales Departments	Sales	Cost	G.P. $	G.P. %
Cigarettes	$7,500	$5,800	$1,700	22.7%
Other Tobacco	$2,300	$1,800	$500	21.7%
Soft Drinks	$4,500	$2,800	$1,700	37.8%
Juice/Water/Tea/Iso/New Age	$3,000	$2,000	$1,000	33.3%
Beer/Wine/Spirits	$4,000	$3,000	$1,000	25.0%
Candy/Gum	$2,500	$1,400	$1,100	44.0%
Salty Snacks	$3,000	$2,000	$1,000	33.3%
Milk/Dairy	$1,500	$1,100	$400	26.7%
Groceries	$3,300	$1,785	$1,515	45.9%
Bakery	$250	$175	$75	30.0%
H.B.C.	$1,575	$880	$695	44.1%
Automotive/Oil	$1,590	$900	$690	43.4%
Hot Fountain	$2,000	$500	$1,500	75.0%
Cold Fountain	$1,500	$650	$850	56.7%
Snack Bar	$2,000	$950	$1,050	52.5%
General Merchandise	$850	$600	$250	29.4%
Frozen Foods	$1,250	$875	$375	30.0%
Ice Cream	$1,500	$780	$720	48.0%
Lotto/Lottery	$1,500	$1,425	$75	5.0%
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Store Total	$45,615	$29,420	$16,195	35.5%

Site Totals

Profit Center	Sales	Cost	G.P. $	G.P. %
Motor Fuel	$165,000	$152,000	$13,000	7.9%
Subs	$11,150	$4,250	$6,900	61.9%
Burgers	$79,600	$27,200	$52,400	65.8%
Pizza	$10,800	$3,000	$7,800	72.2%
Bays	$41,000	$16,050	$24,950	60.9%
C-Store	$45,615	$29,420	$16,195	35.5%
Site Totals	$353,165	$231,920	$121,245	34.3%

Total Expenses

Expense Departments	Dollars	% of Total	% of Sales	% of G.P.
Employee Wages	$6,800	10.0%	1.9%	5.6%
Officer's Salaries	$42,000	61.5%	11.9%	34.6%
Payroll Taxes	$4,500	6.6%	1.3%	3.7%
Licenses & Taxes	$200	0.3%	0.1%	0.2%
Rents	$6,500	9.5%	1.8%	5.4%
Maintenance & Repair	$225	0.3%	0.1%	0.2%
Insurance	$1,000	1.5%	0.3%	0.8%
Special Services/Legal	$300	0.4%	0.1%	0.2%
Interest & Bank Charges	$250	0.4%	0.1%	0.2%
Vehicle Insurance	$50	0.1%	0.0%	0.0%
Supplies	$145	0.2%	0.0%	0.1%
Advertising/Promotions	$250	0.4%	0.1%	0.2%
Vehicle Expense	$125	0.2%	0.0%	0.1%
Utilities & Phone	$2,000	2.9%	0.6%	1.6%
Cash Shortage	$90	0.1%	0.0%	0.1%
Discounts/Refunds	$25	0.0%	0.0%	0.0%
Bad Debts	$50	0.1%	0.0%	0.0%
Equipment Lease	$250	0.4%	0.1%	0.2%
Small Tools	$150	0.2%	0.0%	0.1%
Equipment Depreciation	$2,000	2.9%	0.6%	1.6%
Vehicle Depreciation	$150	0.2%	0.0%	0.1%
Credit Card Fees	$550	0.8%	0.2%	0.5%
Laundry/Uniforms	$325	0.5%	0.1%	0.3%
Travel/Entertainment	$125	0.2%	0.0%	0.1%
Training Expense	$150	0.2%	0.0%	0.1%
Contract Services				
Other 1	$50	0.1%	0.0%	0.0%
Other 2				
Other 3				
Other 4				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
last				
Total Expenses	$68,260		19.3%	56.3%
Site G.P.	$121,245			
Net Income	$52,985			

Site Totals				
Profit Center	Expenses	% of Total	% of Sales	% of G.P.
Motor Fuel				
Subs				
Burgers				
Pizza				
Bays				
C-Store				
Other	$68,260	100%	19%	56%
Site Totals	$68,260		19%	56%

Site Totals				
Profit Center	Sales	Cost	G.P. $	G.P. %
Motor Fuel	$165,000	$152,000	$13,000	7.9%
Subs	$11,150	$4,250	$6,900	61.9%
Burgers	$79,600	$27,200	$52,400	65.8%
Pizza	$10,800	$3,000	$7,800	72.2%
Bays	$41,000	$16,050	$24,950	60.9%
C-Store	$45,615	$29,420	$16,195	35.5%
Site Totals	$353,165	$231,920	$121,245	34.3%

Site Totals				
Profit Center	Total G.P.	Total Expense	Net Profit	% of Total
Motor Fuel	$13,000		$13,000	24.5%
Subs	$6,900		$6,900	13.0%
Burgers	$52,400		$52,400	98.9%
Pizza	$7,800		$7,800	14.7%
Bays	$24,950		$24,950	47.1%
C-Store	$16,195		$16,195	30.6%
Other		$68,260	($68,260)	-128.8%
Site Totals	$121,245	$68,260	$52,985	

Twelve-Month Plan

Objectives

The objective of the *Twelve-Month Plan* is to allow for longer term business planning. Besides planning for growth, seeing twelve months side by side provides a good comparison of goals. The twelve-month plan establishes net profit goals, gross profit objectives, gasoline volume and profit goals, and a twelve-month budget.

Instructions

There are several ways to complete the form. We recommend the following procedure. First, complete a "One-Month Station Plan." Use an actual profit and loss statement as a reference to complete it. Complete a "Pool Margin Analysis." You may import both into the "Twelve-Month Plan," in the "Month 1" column. To do this, after completing both worksheets, go to the "Twelve Month Plan" and click the "Import" button. You now have one-month's projection nearly complete.

Take your actual profit and loss statement and make entries in the actual column. This is optional. For example, if you were planning for October through March, the month of the profit and loss statement would probably be August. Enter budget, gasoline, and sales for the "Actual" column.

Gasoline is the next module to complete. Enter the gallonage projection for each month. Enter both full-service and self-service gallons and the pool margin, or weighted average margin for each type of service. Change "Month 1" to reflect your full service and self service goals.

Enter the "Net Profit Desired" for the next 11 months. The first column is the "Actual." Type data from the profit and loss statement here. The second column should already have the one-month figures. If you wish to override them, enter the new amount in the proper field.

NOTE: For a shortcut to complete the form, use Edit, Copy or Edit, Fill Right. This will allow you to copy data from one area of the workbook to another. Use this as a shortcut to repeat expenses where there is to be no projected changes. Do not shortcut the process of adjusting expenses upward or downward. As an example, if you are projecting higher profits and higher bay sales, increasing wages accordingly is realistic.

Twelve-Month Plan Instructions – *continued*

Enter "Service Bay Sales by Department by month." If sales are increasing, make the changes to the appropriate department. Move to the "Gross Profit Percentage Goal" screen and customize those percentages to your goals. Continue as on the "Projected Gross Profit by Department" screen.

Enter the projected service bay G.P. % for all remaining months. Dividing your S.O.T.G. gross profit by S.O.T.G. sales can arrive at this information. This figure should be close to 65% (0.65).

Enter sales by department by month. The Ctrl-C or Ctrl-R command will help you speed through the screen copying numbers that stay the same. If sales are increasing, make the changes to the appropriate department. Move to the "Gross Profit Percentage Goal" screen and customize those percentages to your goals. Continue down the screen using the down arrow keys. You can see the "Projected Gross Profit by Department" for each month. These are protected cells. You cannot adjust the gross profit dollar figures. You can change them only by changing the "Gross Profit Percentages" and/or "Sales Dollars." The printed "Twelve-Month Plan" will reflect these dollars.

Evaluation

You should review the "Twelve-Month Plan" monthly. When you adjust each monthly plan, go back to the "Twelve-Month Plan," retrieve the previous plan, make adjustments, changes, and improvements. You can even do two consecutive "Twelve-Month Plans" and have a year planned. In areas where profits are low, you can make adjustments and easily change them in future months.

This plan may be helpful in showing a banker or lender the projected effect of purchasing a piece of equipment.

7/7/XX | One-Year Plan | Enter Name Here!

Jan	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Operational Budget														
Employee Wages	$21,500	$20,147	$19,000	$19,000	$19,000	$19,000	$19,000	$19,00	$19,000	$19,00	$19,00	$19,00	$19,000	$229,14
Officer's Salaries	$5,000	$10,000	$11,000	$11,000	$11,000	$11,000	$11,000	$11,00	$11,000	$11,00	$11,00	$11,00	$11,000	$131,00
Payroll Taxes	$4,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$78,000
Licenses & Taxes	$200	$200	$200	$200	$200	$200	$200	$200	$200	$200	$200	$200	$200	$2,400
Rents	$6,500	$7,800	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$95,800
Maintenance & Repair	$225	$500	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$55,500
Insurance	$1,000	$1,450	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$17,950
Special Services/Legal	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$3,600
Interest & Bank Charges	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$3,000
Vehicle Insurance	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$600
Supplies	$145	$300	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$5,800
Advertising/Promotions	$250	$850	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$11,850
Vehicle Expense	$125	$75	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,175
Utilities & Phone	$2,000	$4,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$37,000
Cash Shortage	$90	$300	$200	$200	$200	$200	$200	$200	$200	$200	$200	$200	$200	$2,500
Discounts/Refunds	$25	$325	$25	$25	$25	$25	$25	$25	$25	$25	$25	$25	$25	$600
Bad Debts	$50	$150	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,250
Equipment Lease	$2,500	$1,250	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$23,250
Small Tools	$50	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
Equipment Depreciation	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$24,000
Vehicle Depreciation	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$1,800
Credit Card Fees	$550	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$6,000
Laundry/Uniforms	$325	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$3,000
Travel/Entertainment														
Training Expense	$250	$200	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$2,950
Contract Services	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$6,000
Other 1	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$600
Other2														
Other 3														
Other 4														
Other														
Other														
Other														
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Other														
Other														
Other														
last														
Total Budget	$48,585	$58,197	$62,525	$62,525	$62,525	$62,525	$62,525	$62,52	$62,525	$62,52	$62,52	$62,52	$62,525	

7/7/xx

One Year Plan

Enter Name Here!

Gasoline Sales	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Self Serve Gallons	149,000	150,00	135,00	135,00	135,00	135,00	135,00	135,00	135,00	135,00	135,00	135,00	135,00	1,635,000
Full Serve Gallons	9,690	8,500	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	96,500
Total Gallons	158,690	158,50	143,00	143,00	143,00	143,00	143,00	143,00	143,00	143,00	143,00	143,00	143,00	1,731,500
Self Serve CPG Pool	$0.059	$0.061	$0.060	$0.060	$0.060	$0.060	$0.060	$0.060	$0.060	$0.060	$0.060	$0.060	$0.060	$0.721
Full Serve CPG Pool	$0.350	$0.311	$0.350	$0.350	$0.350	$0.350	$0.350	$0.350	$0.350	$0.350	$0.350	$0.350	$0.350	$4.161
Weighted Average	$0.077	$0.074	$0.076	$0.076	$0.076	$0.076	$0.076	$0.076	$0.076	$0.076	$0.076	$0.076	$0.076	$0.913
Total Profit	$12,183	$11,79	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$1,580,372

Net Profit	Actual	Feb	Jul	Jul	Jul	Jul	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Net Profit Desired	$6,000	$6,800	$7,000	$7,000	$7,000	$7,000	$7,000	$7,000	$7,000	$7,000	$7,000	$7,000	$7,000	$83,800
Operating Budget	$48,585	$58,19	$62,52	$62,52	$62,52	$62,52	$62,52	$62,52	$62,52	$62,52	$62,52	$62,52	$62,52	$745,972
Gross Profit Demand	$54,585	$64,99	$69,52	$69,52	$69,52	$69,52	$69,52	$69,52	$69,52	$69,52	$69,52	$69,52	$69,52	$829,772
Less Gasoline G.P.	$12,183	$11,79	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$10,90	$131,694
G.P. Required SOTG	$42,403	$53,20	$58,62	$58,62	$58,62	$58,62	$58,62	$58,62	$58,62	$58,62	$58,62	$58,62	$58,62	$ 698,079

C-Store Sales Goal	$37,000	$37,00	$37,00	$37,00	$37,00	$37,00	$37,00	$37,00	$37,00	$37,00	$37,00	$37,00	$37,00	$444,000
C-Store G.P. %	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%
Total C-Store G.P.$	$12,580	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$150,960
Subs Sales Goal	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$96,000
Subs G. P. %	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Total Subs G.P. $	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$38,400
Burgers Sales Goal	$50,000	$50,00	$50,00	$50,00	$50,00	$50,00	$50,00	$50,00	$50,00	$50,00	$50,00	$50,00	$50,00	$600,000
Burgers G. P. %	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Total Burgers G.P. $	$20,000	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$240,000
Pizza Sales Goal	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$96,000
Pizza G. P. %	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	$2,800	35%	35%
Total Pizza G.P. $	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	$2,800	35%	$2,800	$33,600
Bay Sales Goal	$20,000	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$20,00	$240,000
Bay G.P. %	45%	60%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	51%
Total Bay G.P.$	$9,000	$12,00	$10,00	$10,00	$10,00	$10,00	$10,00	$10,00	$10,00	$10,00	$10,00	$10,00	$10,00	$122,000
Remaining G. P.	($5,178)	$2,624	$10,04	$10,04	$10,04	$10,04	$10,04	$10,04	$10,04	$10,04	$10,04	$10,04	$10,04	$113,119

/7/xx

One Year Plan

Enter Name Here!

C-Store Sales	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Cigarettes	$9,000	$8,500	$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$107,50
Other Tobacco	$1,500	$1,300	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$17,800
Soft Drinks	$3,200	$3,500	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$38,700
Juice/Water/Tea/Iso/New Age	$1,200	$1,500	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$14,700
Beer/Wine/Spirits	$3,800	$4,000	$3,800	$3,800	$3,800	$3,800	$3,800	$3,800	$3,800	$3,800	$3,800	$3,800	$3,800	$45,800
Candy/Gum	$1,300	$1,500	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$15,800
Salty Snacks	$1,500	$1,000	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$17,500
Milk/Dairy	$1,300	$1,500	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$15,800
Groceries	$2,200	$2,500	$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$26,700
Bakery	$1,100	$1,000	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$13,100
H.B.C.	$1,600	$1,500	$1,600	$1,600	$1,600	$1,600	$1,600	$1,600	$1,600	$1,600	$1,600	$1,600	$1,600	$19,100
Automotive/Oil	$900	$1,000	$900	$900	$900	$900	$900	$900	$900	$900	$900	$900	$900	$10,900
Hot Fountain	$2,100	$2,000	$2,100	$2,100	$2,100	$2,100	$2,100	$2,100	$2,100	$2,100	$2,100	$2,100	$2,100	$25,100
Cold Fountain	$1,100	$1,000	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$13,100
Snack Bar	$1,300	$1,500	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300	$15,800
General Merchandise	$900	$1,000	$900	$900	$900	$900	$900	$900	$900	$900	$900	$900	$900	$10,900
Frozen Foods	$1,100	$1,200	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$13,300
Ice Cream	$1,100	$1,000	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$1,100	$13,100
Lotto/Lottery	$1,800	$1,500	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$21,300
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Total C-Store Sales	$38,00	$38,000	$38,00	$38,000	$38,000	$38,00	$38,00	$38,000	$38,00	$38,00	$38,000	$38,00	$38,00	$456,00
Goal	$37,00	$37,000	$37,00	$37,000	$37,000	$37,00	$37,00	$37,000	$37,00	$37,00	$37,000	$37,00	$37,00	$444,00
Difference	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$12,000

/7/xx One Year Plan Enter Name Here!

C-Store G. P. %	Act	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Cigarettes	23	23%	23%	23%	23%	23%	23%	23%	23%	23%	23%	23%	23%	23%
Other Tobacco	21	21%	21%	21%	21%	21%	21%	21%	21%	21%	21%	21%	21%	21%
Soft Drinks	40	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Juice/Water/Tea/Iso/New Age	36	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%
Beer/Wine/Spirits	41	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%
Candy/Gum	32	32%	32%	32%	32%	32%	32%	32%	32%	32%	32%	32%	32%	32%
Salty Snacks	35	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Milk/Dairy	30	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Groceries	41	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%
Bakery	35	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
H.B.C.	36	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%
Automotive/Oil	30	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Hot Fountain	70	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%
Cold Fountain	69	69%	69%	69%	69%	69%	69%	69%	69%	69%	69%	69%	69%	69%
Snack Bar	60	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
General Merchandise	35	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Frozen Foods	35	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Ice Cream	35	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Lotto/Lottery	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Total C-Store G.P.%	35	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Goal	34	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%	34%
Difference	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%

7/7/xx One Year Plan							Enter Name Here!							
C-Store G. P. $	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Cigarettes	$2,070	$1,870	$2,070	$2,070	$2,070	$2,070	$2,070	$2,070	$2,070	$2,070	$2,070	$2,070	$2,070	$24,640
Other Tobacco	$315	$260	$315	$315	$315	$315	$315	$315	$315	$315	$315	$315	$315	$3,725
Soft Drinks	$1,280	$1,400	$1,280	$1,280	$1,280	$1,280	$1,280	$1,280	$1,280	$1,280	$1,280	$1,280	$1,280	$15,480
Juice/Water/Tea/Iso/New Age	$432	$525	$432	$432	$432	$432	$432	$432	$432	$432	$432	$432	$432	$5,277
Beer/Wine/Spirits	$1,558	$1,600	$1,558	$1,558	$1,558	$1,558	$1,558	$1,558	$1,558	$1,558	$1,558	$1,558	$1,558	$18,738
Candy/Gum	$416	$525	$416	$416	$416	$416	$416	$416	$416	$416	$416	$416	$416	$5,101
Salty Snacks	$525	$350	$525	$525	$525	$525	$525	$525	$525	$525	$525	$525	$525	$6,125
Milk/Dairy	$390	$525	$390	$390	$390	$390	$390	$390	$390	$390	$390	$390	$390	$4,815
Groceries	$902	$1,000	$902	$902	$902	$902	$902	$902	$902	$902	$902	$902	$902	$10,922
Bakery	$385	$330	$385	$385	$385	$385	$385	$385	$385	$385	$385	$385	$385	$4,565
H.B.C.	$576	$525	$576	$576	$576	$576	$576	$576	$576	$576	$576	$576	$576	$6,861
Automotive/Oil	$270	$330	$270	$270	$270	$270	$270	$270	$270	$270	$270	$270	$270	$3,300
Hot Fountain	$1,470	$1,300	$1,470	$1,470	$1,470	$1,470	$1,470	$1,470	$1,470	$1,470	$1,470	$1,470	$1,470	$17,470
Cold Fountain	$770	$600	$770	$770	$770	$770	$770	$770	$770	$770	$770	$770	$770	$9,070
Snack Bar	$780	$870	$780	$780	$780	$780	$780	$780	$780	$780	$780	$780	$780	$9,450
General Merchandise	$315	$300	$315	$315	$315	$315	$315	$315	$315	$315	$315	$315	$315	$3,765
Frozen Foods	$385		$385	$385	$385	$385	$385	$385	$385	$385	$385	$385	$385	$4,715
Ice Cream	$385		$385	$385	$385	$385	$385	$385	$385	$385	$385	$385	$385	$4,585
Lotto/Lottery	$90		$90	$90	$90	$90	$90	$90	$90	$90	$90	$90	$90	$1,065
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Other														
Total C-Store G.P.	$13,31	$13,21	$13,31	$13,31	$13,31	$13,31	$13,31	$13,31	$13,31	$13,31	$13,31	$13,31	$13,31	$159,66
C-Store G.P. Goal	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$12,58	$150,96
Difference	$734	$635	$734	$734	$734	$734	$734	$734	$734	$734	$734	$734	$734	$8,709

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Subs Sales	Actual	Feb	Mar	Apr	$3,500	Jun	Jul	Aug	Nov	Oct	Nov	Dec	Jan	Total
Value Meals	$4,700	$6,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$61,000
Drinks	$3,500	$4,500	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$59,500
Side Orders	$400	$600	$750	$750	$750	$750	$750	$750	$750	$750	$750	$750	$750	$8,850
Deserts	$600	$450	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$5,950
Kids Meals	$850	$600	$750	$750	$750	$750	$750	$750	$750	$750	$750	$750	$750	$8,850
Breakfast	$900	$700	$750	$750	$750	$750	$750	$750	$750	$750	$750	$750	$750	$8,950
QSR Other 1	$200	$300	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$500	$5,800
QSR Other 2														
Other Sub														
Total Sales	$11,150	$13,15	$13,25	$13,250	$13,250	$13,25	$13,25	$13,25	$13,250	$13,250	$13,25	$13,250	$13,250	$158,90
Sales Goal	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$96,000
Difference	$3,150	$5,150	$5,250	$5,250	$5,250	$5,250	$5,250	$5,250	$5,250	$5,250	$5,250	$5,250	$5,250	$62,900

Q.S.R. 1 G. P. %	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Value Meals	38%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Drinks	71%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%
Side Orders	62%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
Deserts	21%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
Kids Meals	34%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Breakfast	30%	34%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%
QSR Other 1	35%	40%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
QSR Other 2														
Other Sub														
Total G.P.%	47%	50%	51%	51%	51%	51%	51%	51%	51%	51%	51%	51%	51%	51%
G.P. % Goal	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Difference	7%	10%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%	11%

Q.S.R. 1 G. P. $	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Value Meals	$1,786	$2,400	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$24,400
Drinks	$2,485	$3,150	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$41,650
Side Orders	$248	$360	$450	$450	$450	$450	$450	$450	$450	$450	$450	$450	$450	$5,310
Deserts	$126	$90	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,190
Kids Meals	$289	$210	$263	$263	$263	$263	$263	$263	$263	$263	$263	$263	$263	$3,098
Breakfast	$270	$238	$270	$270	$270	$270	$270	$270	$270	$270	$270	$270	$270	$3,208
QSR Other 1	$70	$120	$175	$175	$175	$175	$175	$175	$175	$175	$175	$175	$175	$2,045
QSR Other 2														
Other Sub														
Total G.P. $	$5,274	$6,568	$6,758	$6,758	$6,758	$6,758	$6,758	$6,758	$6,758	$6,758	$6,758	$6,758	$6,758	$80,901
G.P. $ Goal	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200	$38,400
Difference	$2,074	$3,368	$3,558	$3,558	$3,558	$3,558	$3,558	$3,558	$3,558	$3,558	$3,558	$3,558	$3,558	$42,501

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Burgers Sales	Actual	Feb	Mar	Apr	May	Jun	40%	Aug	Sep	Oct	Nov	Dec	Jan	Total
Value Meals	$25,000	$24,000	$25,000	$25,00	$25,00	$25,00	70%	$25,000	$25,00	$25,00	$25,00	$25,00	$25,00	$299,00
Drinks	$20,000	$18,000	$20,000	$20,00	$20,00	$20,00	60%	$20,000	$20,00	$20,00	$20,00	$20,00	$20,00	$238,00
Side Orders	$3,000	$2,500	$3,000	$3,000	$3,000	$3,000	20%	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$35,500
Deserts	$2,000	$1,800	$2,000	$2,000	$2,000	$2,000	35%	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$23,800
Kids Meals	$2,600	$2,500	$2,600	$2,600	$2,600	$2,600	36%	$2,600	$2,600	$2,600	$2,600	$2,600	$2,600	$31,100
Breakfast	$3,800	$3,500	$3,800	$3,800	$3,800	$3,800	35%	$3,800	$3,800	$3,800	$3,800	$3,800	$3,800	$45,300
QSR Other 1	$1,500	$1,200	$1,500	$1,500	$1,500	$1,500		$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$17,700
QSR Other 2														
Other Burger							50%							
Total Sales	$57,900	$53,500	$57,900	$57,90	$57,90	$57,90	40%	$57,900	$57,90	$57,90	$57,90	$57,90	$57,90	$690,40
Sales Goal	$50,000	$50,000	$50,000	$50,00	$50,00	$50,00	10%	$50,000	$50,00	$50,00	$50,00	$50,00	$50,00	$96,000
Difference	$7,900	$3,500	$7,900	$7,900	$7,900	$7,900	$7,900	$7,900	$7,900	$7,900	$7,900	$7,900	$7,900	$594,40

Q.S.R. 2 G. P. %	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Value Meals	38%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Drinks	71%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%
Side Orders	62%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
Deserts	21%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
Kids Meals	34%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Breakfast	30%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%	36%
QSR Other 1	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
QSR Other 2														
Other Burger														
Total Q.S.R. G.P.%	49%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Goal	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Difference	9%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%

Q.S.R. 2 G. P. $	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Value Meals	$9,500	$9,600	$10,000	$10,00	$10,00	$10,00	$10,00	$10,000	$10,00	$10,00	$10,00	$10,00	$10,00	$119,60
Drinks	$14,200	$12,600	$14,000	$14,00	$14,00	$14,00	$14,00	$14,000	$14,00	$14,00	$14,00	$14,00	$14,00	$166,60
Side Orders	$1,860	$1,500	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$21,300
Deserts	$420	$360	$400	$400	$400	$400	$400	$400	$400	$400	$400	$400	$400	$4,760
Kids Meals	$884	$875	$910	$910	$910	$910	$910	$910	$910	$910	$910	$910	$910	$10,885
Breakfast	$1,140	$1,190	$1,368	$1,368	$1,368	$1,368	$1,368	$1,368	$1,368	$1,368	$1,368	$1,368	$1,368	$16,238
QSR Other 1	$525	$480	$525	$525	$525	$525	$525	$525	$525	$525	$525	$525	$525	$6,255
QSR Other 2														
Other Burger														
Total G.P. $	$28,529	$26,605	$29,003	$29,00	$29,00	$29,00	$29,00	$29,003	$29,00	$29,00	$29,00	$29,00	$29,00	$345,63
G.P. $ Goal	$20,000	$20,000	$20,000	$20,00	$20,00	$20,00	$20,00	$20,000	$20,00	$20,00	$20,00	$20,00	$20,00	$240,00
Difference	$8,529	$6,605	$9,003	$9,003	$9,003	$9,003	$9,003	$9,003	$9,003	$9,003	$9,003	$9,003	$9,003	$105,63

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Pizza Sales	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Value Meals	$5,200	$5,00	$5,000	$5,000	$5,00	$5,000	$5,000	$5,00	$5,00	$5,00	$5,000	$5,00	$5,00	$60,00
Drinks	$3,500	$4,00	$4,000	$4,000	$4,00	$4,000	$4,000	$4,00	$4,00	$4,00	$4,000	$4,00	$4,00	$48,00
Side Orders	$750	$600	$750	$750	$750	$750	$750	$750	$750	$750	$750	$750	$750	$8,850
Deserts	$200	$100	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$2,850
Kids Meals														
Breakfast														
QSR Other 1	$1,200	$800	$1,000	$1,000	$1,00	$1,000	$1,000	$1,00	$1,00	$1,00	$1,000	$1,00	$1,00	$11,80
QSR Other 2														
Other Pizza														
Total Q.S.R. Sales	$10,85	$10,5	$11,00	$11,00	$11,0	$11,00	$11,00	$11,0	$11,0	$11,0	$11,00	$11,0	$11,0	$131,5
Goal	$8,000	$8,00	$8,000	$8,000	$8,00	$8,000	$8,000	$8,00	$8,00	$8,00	$8,000	$8,00	$8,00	$96,00
Difference	$2,850	$2,50	$3,000	$3,000	$3,00	$3,000	$3,000	$3,00	$3,00	$3,00	$3,000	$3,00	$3,00	$35,50

Q.S.R. 3 G. P. %	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Value Meals	38%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Drinks	71%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%
Side Orders	62%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
Deserts	21%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
Kids Meals														
Breakfast														
QSR Other 1	35%	40%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
QSR Other 2														
Other Pizza														
Total Q.S.R. G.P.%	55%	50%	51%	51%	51%	51%	51%	51%	51%	51%	51%	51%	51%	51%
Goal	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Difference	15%	17%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%	16%

Q.S.R. 3 G. P. $	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Value Meals	$1,976	$2,00	$2,000	$2,000	$2,00	$2,000	$2,000	$2,00	$2,00	$2,00	$2,000	$2,00	$2,00	$24,00
Drinks	$2,485	$2,80	$2,800	$2,800	$2,80	$2,800	$2,800	$2,80	$2,80	$2,80	$2,800	$2,80	$2,80	$33,60
Side Orders	$465	$360	$450	$450	$450	$450	$450	$450	$450	$450	$450	$450	$450	$5,310
Deserts	$42	$20	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$570
Kids Meals														
Breakfast														
QSR Other 1	$420	$320	$350	$350	$350	$350	$350	$350	$350	$350	$350	$350	$350	$4,170
QSR Other 2														
Other Pizza														
Total G.P. $	$5,388	$5,50	$5,650	$5,650	$5,65	$5,650	$5,650	$5,65	$5,65	$5,65	$5,650	$5,65	$5,65	$67,65
G.P. $ Goal	$2,800	$2,80	$2,800	$2,800	$2,80	$2,800	$2,800	$2,80	$2,80	$2,80	$2,800	$2,80	$2,80	$33,60
Difference	$2,588	$2,70	$2,850	$2,850	$2,85	$2,850	$2,850	$2,85	$2,85	$2,85	$2,850	$2,85	$2,85	$34,05

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Bay Sales	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Oil/ATF	$2,200	$1,500	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$23,500
Tires	$3,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$48,000
Batteries	$2,800	$2,500	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$35,500
Stocking Parts	$5,200	$5,500	$5,500	$5,500	$5,500	$5,500	$5,500	$5,500	$5,500	$5,500	$5,500	$5,500	$5,500	$66,000
Non-Stocking Parts	$6,500	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$72,000
Labor	$18,00	$15,00	$1,750	$1,750	$1,750	$1,750	$1,750	$1,750	$1,750	$1,750	$1,750	$1,750	$1,750	$34,250
Other 1	$1,600	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$18,000
Other 2														
Other 3														
Total	$39,30	$36,00	$23,75	$23,750	$23,75	$23,75	$23,75	$23,75	$23,750	$23,75	$23,75	$23,750	$23,75	$297,25
Goal	$20,00	$20,00	$20,00	$20,000	$20,00	$20,00	$20,00	$20,00	$20,000	$20,00	$20,00	$20,000	$20,00	$240,00
Difference	$19,30	$16,00	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$3,750	$57,250

Bay G.P. % Goals	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Oil/ATF	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%
Tires	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Batteries	38%	35%	38%	38%	38%	38%	38%	38%	38%	38%	38%	38%	38%	38%
Stocking Parts	45%	47%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%
Non-Stocking Parts	40%	45%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
Labor	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
Other 1	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Other 2														
Other 3														
Total	*68%*	*66%*	47%	47%	47%	47%	47%	47%	47%	47%	47%	47%	47%	50%
Goal	*45%*	*60%*	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	51%
Difference	*23%*	*6%*	-3%	-3%	-3%	-3%	-3%	-3%	-3%	-3%	-3%	-3%	-3%	-1%

Bay G.P. $	Actual	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Oil/ATF	$990	$675	$900	$900	$900	$900	$900	$900	$900	$900	$900	$900	$900	$10,575
Tires	$900	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$1,200	$14,400
Batteries	$1,064	$875	$1,140	$1,140	$1,140	$1,140	$1,140	$1,140	$1,140	$1,140	$1,140	$1,140	$1,140	$13,415
Stocking Parts	$2,340	$2,585	$2,475	$2,475	$2,475	$2,475	$2,475	$2,475	$2,475	$2,475	$2,475	$2,475	$2,475	$29,810
Non-Stocking Parts	$2,600	$2,700	$2,400	$2,400	$2,400	$2,400	$2,400	$2,400	$2,400	$2,400	$2,400	$2,400	$2,400	$29,100
Labor	$17,10	$14,25	$1,663	$1,663	$1,663	$1,663	$1,663	$1,663	$1,663	$1,663	$1,663	$1,663	$1,663	$32,538
Other 1	$1,600	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$18,000
Other 2														
Other 3														
Total G.P. $	$26,59	$23,78	$11,27	$11,278	$11,27	$11,27	$11,27	$11,27	$11,278	$11,27	$11,27	$11,278	$11,27	$147,83
G.P. $ Goal	$9,000	$12,00	$10,00	$10,000	$10,00	$10,00	$10,00	$10,00	$10,000	$10,00	$10,00	$10,000	$10,00	$122,00
Difference	$17,59	$11,78	$1,278	$1,278	$1,278	$1,278	$1,278	$1,278	$1,278	$1,278	$1,278	$1,278	$1,278	$25,838

Performance Index

Objectives

The objective of the *Performance Index* is to provide a tool to evaluate your operation and management practices. In addition, it provides a mechanism to identify specific areas to focus on for the overall improvement of both service facility and C-Store operations.

Instructions

This Track has two worksheets, one for store operations and the second for bay operations. Starting at the top of either workbook, enter a "Y" in the appropriate cell for each question that you can honestly answer yes. If you are unsure or cannot answer yes, enter "N." The answers may be in upper or lowercase. ***FasTrax Professional***® will adjust the case for you. After answering each question press ENTER and the cell pointer will advance to the next question. ***FasTrax Professional***® will also update your score (shown in the top Left-hand corner of the workbook).

Evaluation

To analyze the scores, look at the bottom of the workbook (or report). There is a "Score Card" showing approximately what your score means. If your score is high (90% to 100%) you are doing well. Keep up the good work. If your score is not as high, look at some questions you answered with an "N" and consider making the changes in your business that would change your answer to "Y." To evaluate priorities, try changing some of your "N" answers to "Y" and review the resulting change in your overall score.

100%	Do You . . .
Y	Take a monthly physical inventory by department
Y	Extend retail prices and calculate gross profit on all vendor invoices
Y	Maintain a monthly purchase journal by department
Y	Do retail accounting by department
Y	Identify retail shrink by department *
Y	Review your monthly profit and loss statement with your accountant*
Y	Have a compensation plan for your cashiers that includes commissions*
Y	Price most products with a two tier price gun
Y	Code most products with a price gun
Y	Randomly audit journal tapes
Y	Have and use a store policy and procedures manual
Y	Provide your employees with written rules and policies
Y	Conduct periodic meetings for cashiers
Y	Have an ongoing training program for cashiers
Y	Use P.O.S. handout materials (fliers)
Y	Create a monthly velocity report*
Y	Post a maintenance schedule
Y	Have your store shopped to check on service and security
Y	Check in all vendor deliveries and orders
Y	Maintain a base inventory of most products
Y	Suggestively sell at cashier area
Y	Have a monthly or quarterly written sales plan*
Y	Assign all employees sales or shift goals*
Y	Survey competitive store prices at least quarterly
Y	Use P.O.S. signage for specials
Y	Track sales of specials*
Y	Have a quarterly promotional calendar

Do you have the following equipment . . .

Y	At least a six selection fountain machine
Y	Use a “keep fresh” coffee system
Y	At least one other fountain machine

What Your Score Means:

90 to 100% = Top Operation and Management Practices
80 to 90% = Excellent Operation and Management Practices
70 to 80% = Good Operation and Management Practices
60 to 70% = Fair Operation and Management Practices
Under 60% = Operation / Management Practices Need Review and Adjustment

_____

*****There is a *FasTrax Professional®* Worksheet that addresses this item.

2/5/20xx Bay Performance Index Enter Name Here

100%	Do You . . .
Y	Take a monthly physical inventory
Y	Survey labor rates at least twice yearly and adjust rates accordingly
Y	Complete a work order for every car entering bays
Y	Control all work orders by number and use only trackable work orders
Y	Pay your technicians commission on the work they perform*
Y	Complete your daily books every day
Y	Charge a diagnostic charge on work requiring diagnosis
Y	Charge the diagnostic charge if repairs are made at your station
Y	Show diagnostic charges separately from repair charges on the work order
Y	Operate your bays a minimum of six days a week
Y	Use a flat rate manual to estimate most repair work
Y	Have an ongoing training program for your employees
Y	Have a system tracking technician sales and productivity*
Y	Maintain and use a customer follow up system
Y	Have established base levels of tires, batteries and parts
Y	Review your monthly profit and loss statement with your accountant*
Y	Pay cash for parts or insure they are billed properly
Y	Recommend and sell “Interval” service
Y	Establish your own retail prices for auto parts
Y	Charge for hazardous waste and tire disposal
Y	Promote monthly service specials and have handouts
Y	Have a monthly or quarterly written sales plan*
Y	Assign all employees sales or shift goals*
Y	Advertise regularly and track the results*
Y	Require a written vehicle inspection form be completed on all vehicles
Y	Use a shop polices and procedures manual
Y	Provide your employees with written rules and policies
Y	Check hoods on self service island when possible
Y	Pay your employees for performance on island sales
Y	Maintain and follow an employee recruitment and hiring procedure
Y	Provide your employees with a computerized work order
Y	Employ a service advisor

Do you have the following equipment . . .

Y	Four Wheel Alignment
Y	Brake Lathe
Y	Engine Analyzer
Y	European Type Tire Machine
Y	Air Conditioning Recycler
Y	Smog Machine
Y	Electrical System Tester

What Your Score Means:

90 to 100% = Top Operation and Management Practices
80 to 90% = Excellent Operation and Management Practices
70 to 80% = Good Operation and Management Practices
60 to 70% = Fair Operation and Management Practices
Under 60% = Operation / Management Practices Need Review and Adjustment

*There is a *FasTrax Professional®* Worksheet that addresses this item.

2/5/xx Q.S.R. Performance Index Enter Name Here

100%	Do You . . .
Y	Take a monthly physical inventory
Y	Maintain a monthly purchase journal
Y	Maintain a monthly maintenance and repair journal
Y	Review monthly profit and loss statement with your accountant*
Y	Have and use a regular performance and wage review schedule
Y	Use a store policies and procedures manual
Y	Have rules and regulations signed by all employees
Y	Conduct regular management meetings
Y	Conduct regular crew meetings
Y	Have an ongoing training program for your employees
Y	Utilize crew trainers as next step to management
Y	Have and use a posted preventative maintenance schedule
Y	Have a “Mystery shopper” program in effect
Y	Use fliers/bagstuffers to promote specials/employment opportunities
Y	Have management check in all deliveries
Y	Maintain adequate “build-to,” adjusted for seasons and promotions
Y	Suggestive sell at counter and drive=thru
Y	Have management take hourly travel paths to insure cleanliness
Y	Post management schedules one month in advance
Y	Post crew schedules one week in advance
Y	Make periodic safe audits
Y	Survey competitor on a monthly basis
Y	Run employee incentive contests
Y	Have a management bonus system based on exceeding goals
Y	Have and use a system to track customer satisfaction
Y	Have adequate staffing to avoid overtime
Y	Have a system to minimize raw product waste
Y	Have a system to minimize completed product waste
Y	Have a system to be sure orders are taken and recorded correctly
Y	Have a system to control employee food
Y	Have an effective journal audit program
Y	Have an effective expense allocation procedure
	Do you have . . .
Y	Modern fountain equipment, brixed and calibrated
Y	Self Service equipment properly cleaned and maintained
Y	Spare coffee pots, properly ID
Y	All equipment necessary for profitable operation

What Your Score Means:

90 to 100% = Top Operation and Management Practices
80 to 90% = Excellent Operation and Management Practices
70 to 80% = Good Operation and Management Practices
60 to 70% = Fair Operation and Management Practices
Under 60% = Operation / Management Practices Need Review and Adjustment

*Items marked with an asterisk are addressed elsewhere in this program.

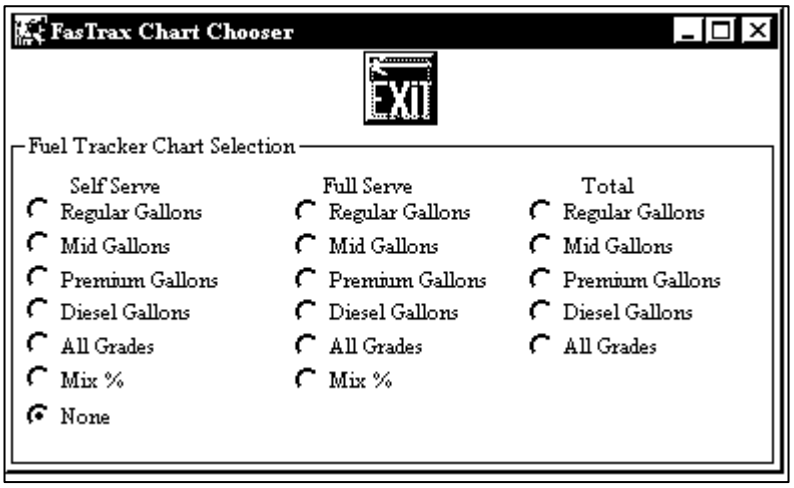
Fuel Tracker

Objective

The objective of the *Fuel Tracker* form is to present a year-at-a-glance perspective of fuel sales, showing actual gallonage and percentages.

Instructions

After selecting the "Fuel Tracker," enter the number of gallons of each fuel type sold in the appropriate column (month). If you wish to customize names, go to the "Setup" worksheet. As each cell entry is completed, ***FasTrax Professional***® will calculate the totals, averages, and percentages.



1/31/02 **Fuel Tracker** **Fast Freddies Friendly Food and Fix-It**

	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Fuel					Self Service									
Regular	120,500	115,000	125,000	117,000	125,000									482,000
	76%	77%	83%	79%	68%									76%
Mid-Grade	17,000	15,000	10,000	18,000	25,000									68,000
	11%	10%	7%	12%	14%									11%
Premium	21,000	20,000	15,000	14,000	35,000									84,000
	13%	13%	10%	9%	19%									13%
Diesel														
Total Self	158,500	150,000	150,000	149,000	185,000									634,000
% Self	95%	95%	95%	94%	95%									95%
					Full Service									
Regular	1,831	2,000	1,500	2,000	1,825									7,325
	20%	24%	18%	21%	18%									20%
Mid-Grade	1,506	1,500	1,275	1,825	1,425									6,025
	16%	18%	15%	19%	14%									16%
Premium	5,810	5,000	5,575	5,865	6,800									23,240
	64%	59%	67%	61%	68%									64%
Diesel														
Total Full	9,148	8,500	8,350	9,690	10,050									36,590
% Full	5%	5%	5%	6%	5%									5%
Total	167,684	158,500	158,350	158,690	195,050									670,590

Financial Analysis

Objective

The objective of the *Financial Analysis* is to determine the financial health of the business. It compares net profit with personal profit demand (net profit demand).

This form gives you a ratio of liquid assets to quick liabilities. *FasTrax Professional®* will analyze working cash demand in the third section of the form. If a financial statement is available for the accounting period and it balances the profit and loss statement, the last section can be completed. This form is designed to use with one month's data.

Instructions

After selecting the “Financial Analysis" workbook, make your entries as discussed below. When you press enter, the cursor will move to the next cell.

1. Enter net profit in the “Net Profit" cell (appropriate line).
2. Enter the operator's personal withdrawal (take home).
3. Enter personal tax liabilities if not taken as part of personal withdrawal. If unknown, estimate 25% of net for state and Federal taxes.
4. On the next two lines, enter the monthly conditional sales contract payment, note payment, or gallonage payback. Enter only the principal payment, not the interest. The gallonage payment is used only if it is not for liquidation of other products.
5. Enter any accounts receivable change, either plus for an increase or minus for a decrease. This amount of money is part of personal profit demand.

The result of this section is the change, either positive or negative, in working cash.

6. Enter the liquid assets (spendable within 30 days) on the appropriate lines in this section. The liquid assets include:
    A. Cash on hand (at the end of month).
    B. Cash in banks (in all banks at the end of month).
    C. Credit card invoices on hand and in transit (at E.O.M.).
    D. Depository receipts (deposits in banks to offset payroll withholdings such as F.I.C.A. and Federal withholding).

The result of adding these items is “Total Liquid Assets.”

7. Enter the quick liabilities as listed (due within the same 30 days) on the appropriate lines in this section. The quick liabilities include:

   A. Taxes as listed including sales, Federal withholding, F.I.C.A., state withholding, unemployment, etc.

   B. Automatic entries are made for the conditional sales contracts and notes. These should be the same as in the first section.

   C. Enter the total accounts payable due this month. This would include parts suppliers, food vendors, etc. If some merchandise is on extended terms, enter only the balance due this month.

The result is "Total Quick Liabilities." The calculation is also for the ratio of liquid assets to quick liabilities. A recommended guideline for this ratio is 2.0-1.To see what this would require in funds, you can change the bank balance to see how much of an account would be necessary to satisfy this guideline. As you add assets, the ratio increases. Compare this ratio from month-to-month to see if it is growing or declining.

8. To determine "Working Cash Position," enter how much money it would take to bring the fuel inventory to one full load of gasoline, plus one day's sales. Calculate your daily average fuel sales in gallons and add this to a full load. For example, if the daily average sales are 3,500 gallons, add that to a full load, approximately 9,000, which equals 12,500 gallons. Subtract the end of month fuel inventory. In this example it would be 10,000 gallons. The balance of 2,500 gallons is the number of gallons necessary to bring the station/store to one full load plus one day's sales. If the average cost of gasoline is $1.00 per gallon, you would need $2,500 for this entry. If you do not own your fuel and make meter reports at the end of the month, the entry on this line is $0.00. On the next line, enter 30% of your average monthly expenses.

The result is "Working Cash Position," which is different from "Working Cash." It allows for money that will be going out for expenses and fuel during the next 10 days and balances fuel to buying habits. The result of this line should also be a positive.

9. The last section is to balance and check the accuracy of the profit and loss statement. Enter this month's shown net worth, enter the previous month's net worth, enter this month's net profit, and this month's personal withdrawal. The two differences should be the same. If not, there is a net worth variation. This should balance each month.

Reading the Financial Analysis

For a business to be healthy, “Change in Working Cash” must be a positive number or at the least zero. A business can have an increasing net worth and still fail because of a negative change in working cash and declining working cash. Many businesses are in trouble because of high debt and high debt reduction payments.

To analyze this form, look first to “Change in Working Cash," in upper section. If that figure is consistently negative, by dividing that amount into the “Working Cash,” it will give you the approximate number of months until the business is in a liquidity crisis. At that point, there are inadequate funds in the business to replace inventory as they sell it. Also it signals the time when they pay bills late because of inadequate cash flow.

If you wish to add the monthly depreciation back into this formula, keep in mind that equipment is in reality wearing out and that you will need the funds for equipment replacement.

The second formula is used when the business has a surplus working cash position. If the working cash position is positive that amount of money is considered spendable if two conditions are met:

1. The change in working cash is positive, and
2. By taking the money out of cash in banks, the ratio of liquid assets to quick liabilities remains 2.0-1 or greater.

Summary of Financial Analysis

Since this is a monthly analysis, we recommend that it be used when the month being analyzed is consistent with other months. Do not use a month that had exceptionally high or low profits. We also recommend that this form be completed at least quarterly to identify any major change in the financial condition of the business.

Financial Analysis for Enter Name Here! **6/18/20xx 10:07 AM**

Net Profit	**$5,515**	
Personal Profit Demand		**$5,525**
Personal Withdrawal (take home)	$2,500	
Personal Tax Liabilities		
Notes Payable 1	$250	
Notes Payable 2	$1,000	
Gallonage payback	$1,500	
A/R Change	$275	
Other 1		
Other 2		
Change in Working Cash		**($10)**
Liquid Assets (Spendable)		**$35,000**
Cash on Hand	$500	
Cash in Banks	$25,000	
Credit Card Invoices on Hand	$2,000	
Credit Card Invoices in Transit		
Depositary Receipts	$7,500	
Other		
Other		
Quick Liabilities (Due this Month)		**$13,000**
Taxes		**$5,750**
Sales	$1,500	
Fed. Withholdings	$3,900	
State Withholdings	$100	
Other Withholdings	$250	
Total Tax Liability		**$5,750**
Other		
Other		
Notes Payable 1	$250	
Notes Payable 2	$1,000	
Gallonage payback	$1,500	
Accounts Payable (due this Month)	$4,500	
Working Cash		**$22,000**
Liquid Assets/Quick Liabilities	**$2.692 to 1**	
Working Cash Demand		**$18,500**
Replace 1 Day Gas & Delivery	$3,500	
30% of Average Monthly Expense	$15,000	
Working Cash Position		**$3,500**
Net Worth Change/Reconciliation		
Net Worth This Month	$119,775	
Net Worth Last Month	$117,000	
Difference		**$2,775**
Net Profit This Month	$5,515	
Personal Withdrawal	$2,500	
Difference		**$3,015**
Variation		**($240)**

Action Plan

Enter your (or the Business') name, location, and the goals you are seeking or change you want to make in the business. Move to the "Action to Take." Enter one action necessary to achieve the goal and press ENTER. The "Name" field is for job responsibility. Enter the name of the person responsible for this action item and press ENTER twice. Enter the "Date Due." When this item is completed, enter the "Date Done."

2/1/xx Action Plan Fast Freddies Friendly Food and Fix-It

	Action To Take	Name	Date Due	Date Done
1	Purchase new framulator	Freddie	March 1	
2	Sell old framulator at auction	Freddie Jr	April 30	
3	Meet with accountant on cutting expenses	Freddie	Feb. 15	
4	Meet with coupon mailer company	Freddie	Feb. 15	
5	Hire new Service Advisor	Freddie	March 30	
6	Price all tires with tire tags	Freddie Jr	Feb 15	
7	Add flavored waters in store	Freddie Jr	Feb 15	
8	Buy new fountain machine	Freddie Jr	March 1	
9	Buy new tire machine	Freddie Jr	April 30	
10				
11				
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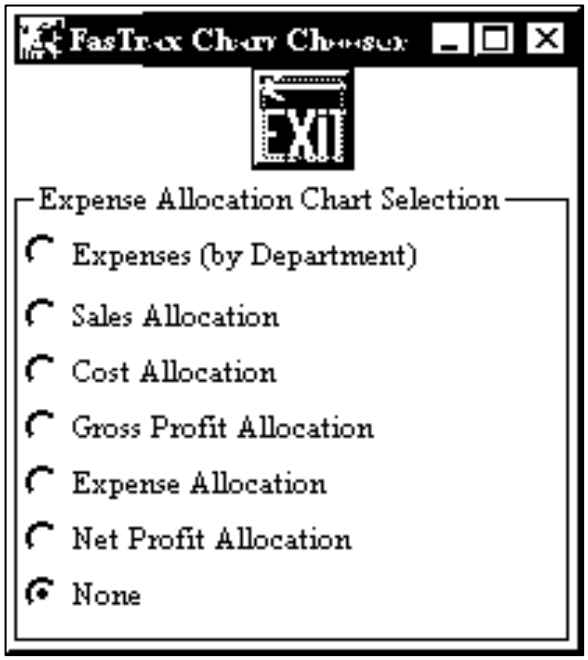
Operator	Fast Freddies Friendly Food and Fix-It
Location	1234 West Southeast Street Blvd., Northwest
Goal	Build Sales and Profits

Expense Allocation/Profit Center Analysis



Objectives

The objective of the *Expense Allocation Analysis* is to analyze each profit center of the business. Also, it determines profitability more accurately then looking only at the total business as reflected on a profit and loss statement.

Instructions

After selecting the “Financial Analysis" worksheet, make your entries as discussed below. When you press ENTER, the cursor will move to the next cell. The initial area is the “Expense Allocation” analysis. You can change any of the percentages by moving the cursor to the cell and replacing its contents. Enter any new percentages as a decimal (.25) *without* the % sign. ***FasTrax Professional***® will display the % sign for you.

From your profit and loss statement, enter all of your expenses in the “Total” column. If you wish to change expense departments, you may do so in the “Setup” worksheet. After you enter all of your expenses, be sure the total is the same total as the profit and loss statement. Since this is an analysis and not an actual profit and loss statement, if you are a corporation we recommend that you do not include officer’s salaries in the analysis.

The next step is to allocate expenses to the profit center where those expenses belong. For the large expenses, such as employee wages, break down the expense by employee and allocate the actual amount. Split employees should be split also between profit centers. For small expenses, (less than $75) we recommend a short cut of entering a percentage mix of expenses in the "Percentage" row. For example, gasoline might be 25%, the C-Store might be 20%, and the Bays 55%. The total must equal 100%. Enter 25% as .25. If you have made an error, it will show in the "Variance" column. You can enter a percentage and still change the expense dollars. If you make a change and it does not add to the total, you will see a variance in the "Variance" column.

Besides the "Total Expenses Budget" reflected on the bottom of the form, you will also see the approximate "Daily Average Expenses" of the business. Tie these daily average expenses to your daily bookkeeping system to track progress.

Continue down the workbook. From your profit and loss statement enter your sales and cost by department. The result will give you a "Net Profit by Profit Center." The total net profit should equal your actual net profit. Corporations excluded, if you removed officers' salaries.

Evaluation

The analysis of each profit center should enable you to decide where emphasis needs to be placed. Are expenses too high for the profit generated in a profit center? Are sales too low in a profit center? You can make what changes to allocate expenses more closely? What will be the effect on the business of increasing gross profit percentages in a profit center? Can you create a new profit center from the existing profit centers? How is the operator's time allocated? Is it by profit center? These are some questions that you should ask when analyzing the "Expense Allocation Analysis."

The following page is a sample completed "Profit Center Analysis" for Fast Freddie's Friendly Food and Fix-It.

Expense Allocation Analysis

Expense Department	Total 100%	Gasoline 15%	C-Store 18%	Bays 29%	Subs 16%	Burgers 10%	Pizza 7%	Other 5%	Variance
Employee Wages	$500	$75	$90	$145	$80	$50	$35	$25	
Officer's Salaries	$1,000	$150	$180	$290	$160	$100	$70	$50	
Payroll Taxes	$750	$113	$135	$218	$120	$75	$53	$38	
Licenses & Taxes	$852	$128	$153	$247	$136	$85	$60	$43	
Rent	$965	$145	$174	$280	$254	$97	$68	$48	
Maintenance & Repair	$327	$49	$59	$95	$52	$33	$23	$16	
Insurance	$850	$128	$153	$247	$136	$85	$60	$43	
Special Services/Legal	$654	$98	$118	$190	$105	$65	$36	$33	
Interest & Bank Charges	$456	$68	$82	$132	$73	$46	$32	$23	
Vehicle Insurance	$328	$49	$59	$95	$52	$33	$23	$16	$0
Supplies	$400	$60	$72	$116	$64	$40	$28	$20	
Advertising/Promotions	$850	$128	$153	$247	$136	$85	$60	$43	
Vehicle Expense	$985	$148	$177	$286	$158	$99	$69	$49	
Utilities & Phone	$1,025	$154	$185	$297	$164	$103	$72	$51	
Cash Shortage	$465	$70	$84	$135	$74	$47	$33	$23	$0
Discounts/Refunds	$679	$102	$122	$197	$109	$68	$48	$34	
Bad Debts	$987	$148	$178	$286	$158	$99	$69	$49	
Equipment Lease	$600	$90	$108	$174	$96	$60	$42	$30	
Small Tools									
Equipment Depreciation									
Vehicle Depreciation									
Credit Card Fees									
Laundry/Uniforms									
Travel/Entertainment									
Training Expense									
Contract Services									
Other 1									
Other 2									
Other 3									
Other 4									
Other									
Other									
Other									
Other									
Other									
Other									
Other									
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Other									
Other									
Total Expense Budget	**$12,673**	**$1.901**	**$2,281**	**$3,675**	**$2,028**	**$1,267**	**$887**	**$634**	**$2,788**
Actual Percentages		**15%**	**18%**	**29%**	**16%**	**10%**	**7%**	**5%**	**22%**
Daily Average Expenses	**$416**	**$62**	**$75**	**$120**	**$66**	**$42**	**$29**	**$21**	**$91**

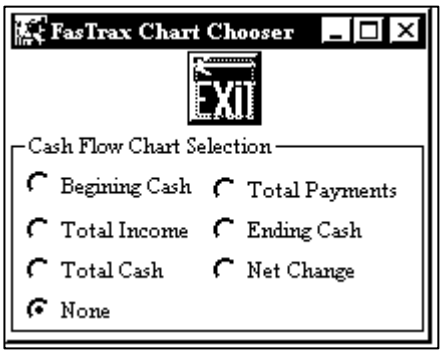
Profit Center Department Analysis

Department	Sales $	Cost $	G.P. $	Expense $	N.P. $
Gasoline	$10,000	$7,856	$2,144	$1,901	$243
C-Store	$6,000	$3,000	$3,000	$2,281	$719
Bays	$5,000	$2,800	$2,200	$3,675	($1,475)
Subs	$4,250	$2,600	$1,650	$2,028	($378)
Burgers	$6,589	$1,800	$4,789	$1,267	$3,522
Pizza	$7,328	$3,925	$3,403	$887	$2,516
Other	$9,465	$6,589	$2,876	$634	$2,242
Totals	**$48,632**	**$28,570**	**$20,062**	**$12,673**	**$7,389**

Cash Flow Analysis (and Projection)

Objective

The objective of the *Cash Flow Analysis* is to analyze cash flow over a 12-month period and to establish a cash flow plan for a 12-month period.



Instructions

Enter beginning cash for the first month of the projection. Enter projected income, which includes sales receipts, loan proceeds and other income. The result is total cash including beginning cash.

Projected Cash Payments

Enter cash purchases.

Enter actual expenses or projected budget depending on whether you are doing an analysis or cash flow projection. The cash flow calculated to a Total Cash Payment. Cash payments are subtracted from Total Income plus beginning cash. The result is Net Increase/(Decrease) in cash.

The analysis of cash in and out of the business allows you to analyze the cash position of the business. Cash flow has nothing to do with profit. Many profitable businesses can still have a cash flow problem. This problem may occur from increases in account receivables, increases in inventories, and increases in raw materials used to produce products. In our business, the increase in inventory is the most likely cause of cash flow problems where profit is not a problem.

In addition, the reduction of notes at a rapid rate may also affect cash flow where there is not a profit problem. In fact, net worth can be increasing but a cash flow problem can occur from high principal payments.

2/2/20xx Cash Flow Analysis Enter Name Here

	Average	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Beginning Cash	$239,217	$150,000	$150,000	$150,000	$150,000	$150,000	$172,700	$205,400	$253,100	$305,,800	$358,500	$396,200	$428,900	
Projected Income														
Sales	$267,500					$250,000	$260,000	$275,000	$280,000	$280,000	$265,000	$260,000	$270,000	$2,140,000
Loan Procedes														
Other Income	$3,500					$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$3,500	$28,000
Total Income	$271,000					$253,500	$263,500	$278,500	$283,500	$283,500	$268,500	4263,500	$273,500	$2,168,000
Total Cash	$510,217	$150,000	$150,000	$150,000	$150,000	$403,500	$436,200	$483,900	$536,600	$589,300	$627,000	$659,700	$702,400	
Projected Cash Payments														
Inventory Purchases	$205,000					$205,000	$205,000	$205,000	$205,000	$205,000	$205,000	$205,000	$205,000	$1,640,000
Employee Wages	$9,000					$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$9,000	$72,000
Payroll Taxes	$2,200					$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$32,000
Officer's Salaries	$4,000					$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$2,200	$1,600
Licenses & Taxes	$200					$200	$200	$200	$200	$200	$200	$200	$200	$32,000
Rent	$4,000					$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$4,000	$32,000
Maintenance & Repair	$150					$150	$150	$150	$150	$150	$150	$150	$150	$1,200
Insurance	$125					$125	$125	$125	$125	$125	$125	$125	$125	$1,000
Special Services/Legal	$200					$200	$200	$200	$200	$200	$200	$200	$200	$1,600
Interest & Bank Charges	$20					$20	$20	$20	$20	$20	$20	$20	$20	$160
Vehicle Insurance	$25					$25	$25	$25	$25	$25	$25	$25	$25	$200
Supplies	$200					$200	$200	$200	$200	$200	$200	$200	$200	$1,600
Advertising/Promotions	$250					$250	$250	$250	$250	$250	$250	$250	$250	$2,000
Vehicle Expense														
Utilities & Phone	$1,500					$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$12,000
Cash Shortage	$50					$50	$50	$50	$50	$50	$50	$50	$50	$400
Discounts/Refunds	$50					$50	$50	$50	$50	$50	$50	$50	$50	$400
Bad Debts	$125					$125	$125	$125	$125	$125	$125	$125	$125	$1,000
Equipment Lease	$250					$250	$250	$250	$250	$250	$250	$250	$250	$2,000
Small Tools	$105					$105	$105	$105	$105	$105	$105	$105	$105	$840
Equipment Depreciation	$1,000					$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$8,000
Vehicle Depreciation														
Credit Card Fees	$2,000					$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$16,000
Laundry/Uniforms	$250					$250	$250	$250	$250	$250	$250	$250	$250	$2,000
Travel Entertainment														
Training Expense	$100					$100	$100	$100	$100	$100	$100	$100	$100	$800
Contract Services														
Other 1														
Other 2														
Other3														
Total Cash Payments	$230,800					$230,800								
Ending Cash Balance	$279,417	$150,000	$150,000	$150,000	$150,000	$172,700	$205,400	$253,100	$305,800	$358,500	$396,200	$428,900	$471,600	$206,400
Net Increase/Decrease)	$50,200				$22,700	$32,700	$47,700	$52,700	$52,700	$52,700	$37,700	$32,700	$42,700	

Coupon Analysis

Objective

The objective of the *Coupon Analysis* is to provide an analysis tool to decide if a coupon program is profitable. The program analyzed can be mail, newspapers, handouts, or any other distribution method.

Instructions

There are two coupon groups, bay and store. You can enter information in many ways. Multiple coupons can be put on one line by date or enter each coupon separately. This manual will discuss them as one. If you have more than 250 coupons to be redeemed in either workbook, they must be combined, as the input area will allow for only 250 entries.

Enter the total sales, less tax, of the coupon-generated transactions.

Select a coupon from the list at the top of the workbook and enter its number. An incorrect entry will cause a dialog box to appear to help you. Press ENTER to advance to “Coupon 2". Enter the number of the second coupon and repeat until you have entered all four coupons on that line or there are no more coupons to be entered in that row. You will eventually find yourself in the “New Customer” cell. If this is a new customer, enter “y” for yes. If the customer is a repeat or regular customer enter “N” for no.

When you have entered all coupons, you may click on “Tally.” As an alternative, you may select the “Coupon Mix and Analysis” tab to enter the five data items. ***FasTrax Professional*** ® will take you to the “Coupon Analysis” worksheet.

Enter your profit margin, mailing cost (including postage), and printing/other costs (including printing, collating, paper stock, etc.). The information provided includes the total sales, the number of coupons redeemed and the profit, both before and after mailing costs. It also provides the average sale per coupon and the average profit per coupon.

The *Coupon Analysis* provides a tool to learn if dollars spent for promoting the service department or store are spent in the right media with the right promotions. The services redeemed are not accumulated on the form, however, by looking at what was and what was not redeemed, you can tailor your promotions to reflect customer wants. You can also use this analysis to decide whether your pricing is competitive enough to bring people in. It may be that the product or service advertised is in demand but the price offered did not make it enough of a value for people to redeem those coupons.

We recommend that the coupon analysis be done after each mailing. Staple the coupons to the work orders so you can tell which customers came in for these coupons. If you have reproduced the coupons for island use, separate those and do not include them in this analysis. Evaluate them separately.

Evaluation

Sales Analysis	
Profit Margin	32%
Mailing Cost	$150.00
Printing Cost	$24.00
Other Cost	$3.75
Total # Coupons Mailed	400

Coupon Sales/Profit Analysis	
Total Sales	$303
Total Profit	$97
Total Cost	$178
Net Profit	($81)
Coupons redeemed	28
Average sales per coupon	$11
Profit per Coupon Before Cost	$3.46
After Cost	($2.89)

Redemption / New Customer Analysis	
# New Customers	3
Redeemed / New Cust.	9
Sales / New Cust.	$101
Profit / New Cust.	($27)
# Mailed/ New Cust.	133
% Redeemed	7%
Profit / Mailed Coupon	($0.20)

Coupon Type	Group1	% Total	% Group
1-AUtomotive	5	18%	26%
2-BaKery	3	11%	16%
3-Beer / Wine	3	11%	16%
4-CAndy	1	4%	5%
5-Clgarettes	0	0%	0%
6-FOuntian	1	4%	5%
7-GRoceries	2	7%	11%
8-MIlk/dairy	0	0%	0%
9-SNack bar	0	0%	0%
10-SOft drinks	0	0%	0%
11-Store 1	0	0%	0%
12-Store 2	0	0%	0%
13-Store 3	0	0%	0%
14-Store 4	3	11%	16%
15-Store 5	1	4%	5%
Total Group1 Coupons	19	68%	

Coupon Type	Group2	% Total	% Group
16-QSR 1	0	0%	0%
17-QSR 2	0	0%	0%
18-QSR 3	0	0%	0%
19-QSR 4	0	0%	0%
20-QSR 5	0	0%	0%
21-QSR 6	0	0%	0%
22-QSR 7	1	4%	20%
23-QSR 8	0	0%	0%
24-QSR 9	0	0%	0%
25-QSR 10	0	0%	0%
26-QSR 11	4	14%	80%
27-QSR 12	0	0%	0%
28-QSR 13	0	0%	0%
29-QSR 14	0	0%	0%
30-QSR 15	0	0%	0%
Total Group2 Coupons	5	18%	

Coupon Type	Group3	% Total	% Group
31	0	0%	0%
32	2	7%	50%
33	0	0%	0%
34	0	0%	0%
35	0	0%	0%
36	0	0%	0%
37	0	0%	0%
38	0	0%	0%
39	0	0%	0%
40	1	4%	25%
41	0	0%	0%
42	0	0%	0%
43	0	0%	0%
44	0	0%	0%
45	1	4%	25%
Total Group3 Coupons	4	14%	

Capital Equipment Analysis

Objective

The objective of the *Capital Equipment Analysis* is to determine the additional profit generated by the purchase of capital equipment.

Instructions

Equipment Cost
Enter the purchase price of the equipment including sales tax. Enter the financing cost over the term of the loan.

Tax Deduction
Check with your accountant to determine what you can deduct in year one. Your accountant will make the determination based on current tax laws and what would be best for your personal tax situation.

- Enter the first year expense
- Enter the depreciation allowable for the full term of the deduction (based on 5 years)
- Enter the interest expense for the period of the loan.
- Enter your Federal Tax Rate percent.
- Enter your State Tax Rate percent.
- Enter any Local Taxes applicable.
- Enter the cost of any maintenance contract.

The calculated total is the **Tax Savings.**
The **After Tax Cost** is also reflected.
The **After Tax Cost per Day** (calculated on a 5 day/week) is also reflected.

The bottom section of the form allows you to determine what the profitability on the equipment will be based on your volume projections.

For bay operations enter the charge per job. For C Stores and QSRs, enter the average retail amount of a sale generated by the equipment. If not known, estimate the amount. Enter the expected sales units per day. For bays enter the number of jobs daily expected. For service bays, enter any commission you expect to pay per job. The result is the *Profit Before Expense*. The After Cost per Day subtracted from the *Profit Before Expense* will equal the Additional Net Profit.

Cost Analysis for Delux Distal Framulator		
Equipment Cost		
Equipment Purchase Price	**$45,000**	
Financing Cost	**$5,000**	
Total Equipment Cost		$50,000
Tax Deduction		
Immediate (First Year) Expense	**$5,000**	
Depreciation – (5 years)	**$3,000**	
Interest Expense (5 Years)	**$2,000**	
Total Deduction		**$10,000**
Federal Tax Rate	**7.0%**	
Federal Taxes		**$3,150**
State Tax Rate	**3.50%**	
State Taxes		**$1,575**
Local Tax Rate		
Local Taxes		
Tax Savings		$14,725
Maintenance Contract	**$3,000**	
Net Equipment Cost		$53,000
After Tax Cost		$28,275
After Tax Cost per Day (5 years, 5 days/week)		$30.62

Charge per job (Diagnostic + work)	**$50.00**	
New or additional Jobs per day	**4**	
Additional Daily Income		$200.00
Commissions/wages Paid per Job	**$20.00**	
Job cost		**$80.00**
Profit before Expense		$120.00
After Tax Cost per Day		**$30.62**
Additional Net Profit		$89.38

Inventory Turns Analysis

Objective

The objective of the *Inventory Turns Analysis* is to determine the turnover rate for the major categories/departments in the C-Store.

Instructions

Enter the sales by department. If you have entered in another FasTrax report, use cut and paste.

Enter the ending or average monthly inventory at cost.

The results are the days to turn products within the department and the number of turns per year.

If turns are too low, less than once per month, it is an indication that there may be one of five factors influencing the low number of turns:

- Too much inventory
- Not enough salable inventory (wrong products)
- Inadequate sales
- Products not properly merchandised
  - Wrong size
  - Wrong brand
  - In wrong place
  - Not priced properly
- Not enough customer awareness of that products
- Needs advertising or promoting

If turnover is too high, it may be an indication of understocking. You may be losing sales if you don't have an adequate inventory.

2/2/20xx Inventory Turns Analysis **Enter Name Here**

Days this Month	**31**				
Sales Department	**Monthly Sales**	**Daily Sales (avg.)**	**Monthly Inventory**	**Days to Turn**	**Turns per Year**
Cigarettes/Tobacco	$15,255	$492.10	$12,000	24.39	15.26
Soft Drinks	$4,500	$145.16	$2,500	17.22	21.60
Juice/Water	$3,250	$104.84	$2,250	21.46	17.33
Beer/Wine	$5,575	$179.84	$4,500	25.02	14.87
Candy/Gum	$3,750	$120.97	$2,500	20.67	18.00
Snacks/Chips	$3,375	$108.87	$1,500	13.78	27.00
Milk/Dairy	$1,000	$32.26	$300	9.30	40.000
Groceries	$1,800	$58.06	$3,500	60.28	6.17
Bakery	$500	$16.13	$100	6.20	60.00
H.B.C.	$2,250	$72.58	$1,775	24.46	15.21
Automotive/Oil	$2,000	$64.52	$1,200	18.60	20.00
Fountain	$2,500	$80.65	$550	6.82	54.44
Snack Bar	$1,500	$48.39	$400	8.27	45.00
Lotto/Lottery					
Wash					
Other					
Total	**$47,255**	**$1,524.35**	**$33,075**	**21.70**	**17.14**

Product Profit Analysis

Objectives

The Product Profit Analysis is a means of analyzing the profitability of either a particular product, a group of related products or composite products. It can also be used to compare similar products as to their respective profitability.

Instructions

Enter the Department or Category you wish to analyze. Enter the Gross Sales and Cost for that department or category from your Profit and Loss Statement.

In the next section, select a group of products to be analyzed then enter the Description, Cost and Retail Price for each. The totals at the bottom will reflect the gross profit figures for the whole group.

In the Projections Section, enter a group of products, as above. Now you can try changing either the price or the gross profit percentage to evaluate the effect on the "bottom line."

The top line in the Break Even Analysis is for actual data. Enter the Description, Cost and Retail Price of an individual product. On the next line enter the projected information, changing values as you wish. The "Differences" line shows the effect of the changes. The box immediately below shows how many more (or less) you will have to sell to be at the same gross profit.

The Package Profit Analysis is for breaking down or "exploding" menu items and compound products. For each element of the overall item, enter the Description, Cost, and Retail Price of that element if the customer were to purchase it separately. The Total line shows both the totals if purchased in separate transactions and as a package.

Department or Category	From P / L	Totals	Variance
Sales	$87,215	$12	
Cost	$63,940	$10	
Gross Profit	$23,275	$3	
Gross Profit %	27%	21%	6%

Gross Profit Analysis by Price

Description	Cost	Retail	G.P.$	G.P.%
Cigarettes (generic)	$1.49	$1.75	$0.25	14.9%
Cigarettes (premium)	$1.69	$2.15	$0.46	21.4%
Cigarettes (mid grade)	$1.59	$1.99	$0.40	20.1%
Pipe Tobacco	$2.15	$2.99	$0.84	28.1%
Snuff	$1.74	$2.15	$0.41	19.1%
Mint Snuff	$0.85	$0.99	$0.14	14.1%
Total	**$9.51**	**$12.02**	**$2.51**	**20.9%**

	Projections				Adjusted		
Description	Cost	Retail	G.P.$	G.P.%	Retail	G.P.$	G.P.%
Cigarettes	$1.69	$2.11	$0.42	20.0%	$1.99	$0.30	15.1%
Cigarettes	$1.69	$2.14	$0.45	20.9%	$2.25	$0.56	24.9%
Snuff	$1.74	$2.20	$0.46	20.9%	$2.25	$0.51	22.7%
Total	**$5.12**	**$6.45**	**$1.33**	**20.6%**	**$6.49**	**$1.37**	**21.1%**
Differences:	**($4.39)**	**($5.57)**	**($1.18)**	**-0.3%**	**($5.53)**	**($1.14)**	**0.2%**

Break Even Analysis

Product Description	Cost	Retail	G.P.$	G.P.%	Units Sold	G.P.$	
Cigarettes	$1.69	$1.99	$0.30	15.1%	5,000	$1,500	Actual
Cigarettes	$1.69	$1.95	$0.26	13.3%	5,000	$1,300	Projected
Differences:		$0.04	$0.04	1.7%		($200)	

Additional units to break even -739
Total units to break even 4,261

Package Profit Analysis / Menu Explosion Special

Items	Cost	Retail	G.P.$	G.P.%
Hot Dog	$0.49	$0.99	$0.50	50.5%
Hot Dog	$0.49	$0.99	$0.50	50.5%
Med. Soda	$0.29	$0.79	$0.50	63.3%
Bag of Chips	$0.59	$0.99	$0.40	40.4%
Total (separate purchases)	**$1.86**	**$3.76**	**$1.90**	**50.5%**
Total (package)	**$1.86**	**$1.99**	**$0.13**	**6.5%**

C-Store Sales Analysis

Objectives

The objective of the *C-Store Sales Analysis* is to analyze the following:

1. Sales per customer
2. Gross profit per customer
3. Hit rate (transaction rate)
4. Compare and set hit rate goals

Instructions

The first section is the "Input" section. Enter month to analyze and the total gallons for that month. Enter your average sales in gallons. As an example, enter 8.5 for eight and a half gallons. Enter the total store sales. We recommend the exclusion of lottery. Enter the store gross profit percentage. You would enter 35% as .35. Enter your pool margin (W.A.M.). Enter six cents as .06. From your P.O.S. tapes, arrive at the number of transactions made during the month, excluding fuel. You can usually find this information on the management report of the P.O.S. equipment.

Below you will see the "Sales Analysis" section. You can make no changes on this section.

Evaluation

The purpose of the "C-Store Sales Analysis" is to establish a base hit rate. Use the form to analyze suggestive selling techniques, merchandising, and advertising. You can tell by comparison of one month vs. another whether or not your impulse sales and product offering appeals to your customers. A good hit rate is considered 45%. Work on pathway merchandising if you are below this hit rate, suggestive selling, merchandising, signage, counter display, and floor merchandising.

Also, analyze the average sale per customer and the gross profit per customer. Determine whether you should offer new products or should more combination sales be developed.

January

Input	
Gallons of Gas Sold for the Month	125,000
Average Number of Gallons Purchased	8
Store Sales for the Month (excluding Gas)	$41,000
Store Gross Profit Margin	35%
Gasoline Gross Profit per Gallon (Pool Margin)	$0.087
Total Number of Transactions (excluding Gas)	7,100

Sales Analysis	
Customers per Month	15,625
Average Sales per Customer	$2.62
Average Sales per Transaction	$5.77
Average Gross Profit per Customer (excluding Gas)	$0.94

Profit Analysis	
Gross Profit Dollars	$14,760
Gross Profit per Gallon of S.O.T.G.	$0.118
Total Gross Profit per Gallon (Gas and Store)	$0.205

Transaction Analysis	
Transaction Hit Rate	**45%**

Velocity Report

Objectives

The *Velocity Report* summarizes the purchase journal and reflects both gross profits and gross profit percentages by department. It also reflects product purchase mix, gross profit contribution, and gross profit per gallon. We design this to be tied to a shelf space analysis and to help in analysis of the buy and sell habits of the C-Store customer.

Instructions

At the top of the workbook enter gallons sold for the month to analyze. You can customize departments in the setup worksheet.

Enter both cost and retail in the appropriate column.

NOTE: make your retail entry after adjustments, if not, the information will not be accurate. The gross profit percentages reflected will be unrealistically high. *FasTrax Professional*® will do all of the calculations for you.

Evaluation

The *Velocity Report* is one of the key analysis tools in the convenience store industry. You can and should compare your gross profit percentage results against both national and local industry guidelines. If a percentage is low, analyze the reasons. Several possibilities exist for low gross profit percentages. Are you purchasing from the right vendor? Are you purchasing the right size products? Is the brand that you are purchasing correct? Are you pricing properly? Are prices low competitive or high competitive? Will sales be affected by higher prices? Are there other products within a department that will increase gross profit margins? Do you negotiate pricing levels with your vendor?

The "Purchase Product Mix" is in the next column entitled "% of Retail." This column reflects each department's purchases as a percentage of total retail purchases. To analyze this column, consider the following questions as indications of effectiveness in marketing your products. Is the space devoted for the department adequate? Is the department well merchandised? What merchandising changes can you make in the department to build sales without taking up more room? Is there a better place in the store to merchandise the department's products? Would advertising increase sales of this department? Would sales be affected if you reduced shelf space? What would the effect be of moving the department's products to another place in the store? What products within the department could be added to build the sales?

The "% of Profit" reflects the profit generated by product compared with the total gross profit generated. In other words, if tobacco generated $4,000 worth of gross profit, and the total store gross profit was $20,000, tobacco would represent 20% of the store's gross profit. In the analysis of this information keep in mind that sometimes-lower sales can still represent higher gross profit than a volume department. For example, groceries could generate a gross profit of $1,000 on $4,000 of sales; fountain drinks could generate a gross profit of $1,500 on $2,200 of sales. What additional high gross profit products could be added to increase sales? What new products could be added to a low gross profit department to increase sales and profits?

The last column reflects the cents per gallon that each product represents. For example, you may have a gross profit from one department of 1.5 cents per gallon and another department at .2 cents per gallon. If better products are selected, suggestive selling is used and you carry out better merchandising. What would be the effect on profit per gallon?

2/2/xx **Velocity Report** **Enter Name Here**

150,000 Gallons Sold in January							
Department	**Purchases**		**Gross Profit**		**% of**	**% of**	**Profit Per**
	Cost	**Retail**	**Dollars**		**Retail**	**Profit**	**Gal.**
Cigarettes/Tobacco	$5,800	$7,500	$1,700	23%	20%	13%	$0.01
Soft Drinks	$2,800	$4,500	$1,700	38%	12%	13%	$0.01
Juice/Waters	$2,000	$3,000	$1,000	33%	8%	8%	$0.01
Beer/Wine	$3,000	$4,000	$1,000	25%	11%	8%	$0.01
Candy/Gum	$1,400	$2,500	$1,100	44%	7%	8%	$0.01
Snacks/Chips	$2,000	$3,000	$1,000	33%	8%	8%	$0.01
Milk/Dairy	$1,100	$1,500	$400	27%	4%	3%	$0.00
Groceries	$1,785	$3,300	$1,515	46%	9%	11%	$0.01
Bakery	$175	$250	$75	30%	1%	1%	$0.00
H.B.A.	$880	$1,575	$695	44%	4%	5%	$0.00
Automotive/Oil	$900	$1,590	$690	43%	4%	5%	$0.00
Fountain	$500	$2,000	$1,500	75%	5%	11%	$0.01
Snack Bar	$650	$1,500	$850	57%	4%	6%	$0.01
Lotto/Lottery	$950	$1,000	$50	5%	3%	0%	$0.00
Wash							
Other							
Total	**$23,940**	**$37,215**	**$13,275**	**36%**			**$0.09**

Break-Even Analysis

Objective

The objective of the *Break-Even Analysis* is to determine the amount of sales necessary to break-even in a profit center such as a food service profit center.

Instructions

Establish a projected budget for the profit center in the first column entitled actual.

When complete, enter the projected gross profit percentage of the profit center. Enter in decimal form such as, 70% would equal.70.

Enter the projected number of days to be open during the month. The result will be both the monthly sales requirement plus the daily sales required per day.

The projected column is used to make changes that would affect the sales requirement. These changes would include what ifs on budget and gross profit percentage.

Evaluation

Based on the break-even requirement of different food service options you can select the most realistic option for your facility.

Break Even Analysis for:	October			
Itemized Operating Budget (Allocated)	Actual	Projected	% Change	$ Change
Employee Wages	$1	$5	400%	$4
Officer's Salaries	$2	$4	100%	$2
Payroll Taxes	$3	$1	-67%	($2)
Licenses & Taxes	$4	$3	-25%	($1)
Rent	$5	$6	20%	$1
Maintenance & Repair	$6	$1	-83%	($5)
Insurance	$7	$8	14%	$1
Special Services/Legal	$8	$2	-75%	($6)
Interest & Bank Charges	$9	$6	-33%	($3)
Vehicle Insurance	$10	$5	-50%	($5)
Supplies	$1	$4	300%	$3
Advertising/Promotions	$2	$8	300%	$6
Vehicle Expense	$3	$2	-33%	($1)
Utilities & Phone	$4	$8	100%	$4
Cash Shortage	$5	$8	60%	$3
Discounts/Refunds	$6	$2	-67%	($4)
Bad Debts	$7	$4	-43%	($3)
Equipment Lease	$8	$5	-38%	($3)
Small Tools	$9	$6	-33%	($3)
Equipment Depreciation	$11	$9	-18%	($2)
Vehicle Depreciation	$1	$8	700%	$7
Credit Card Fees	$2	$4	100%	$2
Laundry/Uniforms	$3	$2	-33%	($1)
Travel/Entertainment	$4	$3	-25%	($1)
Training Expense	$5	$6	20%	$1
Contract Services	$6	$6		
Other 1	$7	$7		
Other 2	$8	$9	13%	$1
Other 4	$2	$1	-50%	($1)
Other	$3	$2	-33%	($1)
Other	$1	$3	200%	$2
Other	$2	$6	200%	$4
Other	$3	$1	-67%	($2)
Other	$4	$2	-50%	($2)
Other	$5	$4	-20%	($1)
Other	$6	$3	-50%	($3)
Other	$7	$9	29%	$2
Other	$8	$8		
last	$9	$2	-78%	($7)
Other 4	$40	$38	-5%	($2)
Sub Total Budget	$237	$221	-7%	($16)
Gross Profit %	30%	31%	3%	1%
Days open this Month	30	28	-7%	-2
Break Even Point per Day (average)	$26	$25	-3%	($1)
Break Even Point for Month	$790	$713	-10%	($77)

Shelf Space Analysis

Objectives

The objective of this worksheet is to be able to analyze sales and profitability of a department compared with the space dedicated to that department.

Instructions

Measure the store using a tape measure or yardstick. For gondolas, measure only the linear feet on each shelf and row (if hooks are used). Linear feet are the measurement of the front length of a shelf.

For the coolers, measure each shelf width, not depth. Measure the number of front feet the display takes up for floor merchandising. If a small rack, for example a candy rack could take the floor display, add the vertical feet to the measurement. For the fountain area, measure the entire fountain bar length. If you have an area in a cooler or freezer with a candy glass attachment such as for Snickers bars, measure the length and enter. For cigarettes, measure the length of the merchandiser and enter. Also, for tobacco and other products merchandised on the counter be sure to add this in. Any rebate checks for this space should also be added into the profit and be reflected in the "Profit %" column. Enter the measurements in the appropriate row and column.

Enter total sales for each department in the appropriate row and column. These sales should come from your end-of-month records such as daily books or your profit and loss statement. When you reach the "Profit %" column enter the gross profit percentage for that department. This information should come from your profit and loss statement.

Enter your goal or last month's sales in the appropriate column.

Evaluation

To analyze the Profit Analysis, determine merchandising changes that would result in higher sales and profits per foot. Changes that can be considered include more space for higher profit products and reduced space for lower gross profit products. Reducing space for low gross profit products could free space for other products and create higher sales. Use this form with the Velocity Report to decide what product mix could build sales.

Shelf Space Analysis – *Continued*

In addition, you can compare your actual profit per foot results against your goals or last month's profit per foot. The best way to use the form is to use it frequently and compare the figures with older information. This way you can begin to see trends. You can also tie this form to seasons and merchandise accordingly.

2/2/xx Shelf Space Analysis Report Enter Name Here

Sales Department	Counter Area	End Caps	Gondola Aisles	Snack Bar	Cooler / Freezer	Total Area
Cigarettes/Tobacco	2					2
Soft Drinks			24		72	96
Juice/Waters		9			36	45
Beer/Wine					24	24
Candy/Gum		18	24			42
Snack/Chips	2	24	24			50
Milk/Dairy					12	12
Groceries			12	3		15
Bakery		12				12
H.B.A.			12			12
Automotive/Oil			24			24
Fountain				12		12
Snack Bar				8		8
Lotto/Lottery						
Wash						
Other						
Total	**4**	**63**	**120**	**23**	**144**	**354**

Sales Department	Monthly Sales	Shelf Footage	Sales per Foot	Profit %	Profit per Foot	Last Month or Goal
Cigarettes/Tobacco	$50	2	$25.00	20%	$5.00	
Soft Drinks	$4,500	96	$46.88	40%	$18.75	
Juice/Waters	$3,000	45	$66.67	35%	$23.33	
Beer/Wine	$4,000	24	$166.67	25%	$41.67	
Candy/Gum	$2,500	42	$59.52	35%	$20.83	
Snack/Chips	$3,000	50	$60.00	35%	$21.00	
Milk/Dairy	$1,500	12	$125.00	35%	$43.75	
Groceries	$3,300	15	$220.00	35%	$77.00	
Bakery	$250	12	$20.83	33%	$6.88	
H.B.A.	$1,575	12	$131.25	35%	$45.94	
Automotive/Oil	$1,590	24	$66.25	33%	$21.86	
Fountain	$2,000	12	$166.67	65%	$108.33	
Snack Bar	$1,500	8	$187.50	60%	$112.50	
Lotto/Lottery						
Wash						
Other						
Total	**$28,765**	**354**	**$81.26**	**38%**	**$30.57**	

Inventory and Shrinkage Analysis

Objectives

The objective of the *Inventory and Shrinkage Analysis* is to identify shrink by department and establish priorities in correcting the problem. It also allows a comparison of the C-Store's shrink to industry or area guidelines or to your own goals.

Instructions

Enter book inventory for each department in the "Book" column, physical inventory for each department in the "Physical Inventory" column, and the month's sales in the "Month's Sales" column.

If you take a physical inventory more then once a month, enter the sales from the last physical inventory to this inventory. Enter the norm percentages, industry guidelines, or a personalized goal. The result is excess shrink.

The physical inventory must coincide with the book inventory as to day and time. If you took the inventory sometime during the day, take one-half of the difference between beginning and ending book inventory and add it to the beginning inventory.

Establish your priorities and note them in the "Priority" column.

Evaluation

If shrinkage is excessive, ask the following questions. Is the shrink vendor, employee or customer related? What can be done to reduce shrink? Is the department too large, in other words, should you make some products in that department into an additional department? Is the shrinkage the same amount each month? Can a critical inventory in a high shrink department reduce that shrink? Is the shrink rolling shrink, that is, does it move from department to department? Do some departments have inventory growth? Why? Are all employees keying in the products in the proper department? Should you take a physical inventory more often?

2/5/xx **Shrinkage Analysis Report** **Enter Name Here**

Sales Department	Inventory Book	Inventory Physical	Retail Shrink	Monthly Sales	Shrink %	Norm %	Excess Shrink	Priority
Cigarettes/Tobacco	$15,000	$14,875	$125	$7,500	1.7%	0.5%	1.2%	
Soft Drinks	$4,500	$4,401	$99	$4,500	2.2%	0.5%	1.7%	
Juice/Waters	$2,600	$2,446	$154	$3,000	5.1%	0.5%	4.6%	
Beer/Wine	$3,000	$2,807	$193	$4,000	4.8%	0.5%	4.3%	2
Candy/Gum	$3,500	$3,355	$145	$2,500	5.8%	0.5%	5.3%	
Snack/Chips	$3,500	$3,456	$44	$3,000	1.5%	0.5%	1.0%	
Milk/Dairy	$1,500	$1,426	$74	$1,500	4.9%	0.5%	4.4%	
Groceries	$5,500	$5,108	$392	$3,300	11.9%	0.5%	11.4%	1
Bakery	$500	$451	$49	$250	19.6%	0.5%	19.1%	
H.B.A.	$1,800	$1,782	$18	$1,575	1.1%	0.5%	0.6%	
Automotive/Oil	$2,000	$1,925	$75	$1,590	4.7%	0.5%	4.2%	
Fountain	$750	$698	$52	$2,000	2.6%	0.5%	2.1%	
Snack Bar	$675	$647	$28	$1,500	1.9%	0.5%	1.4%	
Lotto/Lottery	$2,500	$2,500		$1,000		0.5%	(0.5%)	
Wash						0.5%	(0.5%)	
Other						0.5%	(0.5%)	
Total	**$47,325**	**$45,877**	**$1,465**	**$37,215**	**3.9%**	**0.5%**	**3.4%**	

Fountain Drinks Analysis and Plan

Objectives

The objective of the Fountain Drink Analysis and Plan is to determine the profitability of fountain beverages and make adjustments in pricing to build profitability.

Instructions

Enter the gallons of the BIB (Bag in Box). Enter the cost of a BIB. Enter the sizes and costs for all of the cups that you sell. Enter costs of lids, straws, and CO^2. The result is the total cost of beverage per size.

Enter the retail price of each size. The result is the gross profit and gross profit percent of each size.

Adjust prices to match competition or test gross profits at different prices. Note, however, that there may be a relation between price and volume.

Evaluation

You can test profits of ownership of equipment vs. rental to make decisions on, which is best for your business. You will also get a realistic idea of how much profit you are really making on fountain drinks.

Fountain Drinks Analysis and Plan

Materials Cost Item	Gallons	Yield*(Oz.)	Cost	Cost per Oz.
Syrup	5	3,840	$35.00	$0.009
Cups	**Size (Oz)**	**Quantity**	**Cost**	**Cost per Serving**
Small	12	1,000	$50.00	$0.050
Medium	24	500	$36.00	$0.072
Large	32	500	$38.00	$0.076
Jumbo	44	250	$22.00	$0.088
Lids		1,000	$10.00	$0.010
Straws		1,000	$11.00	$0.011
CO2 (Tank)		7,680	$7.75	$0.001
Ice				$0.010

Costs Per Cup	Small	Medium	Large	Jumbo	Refill
Beverage Cost	$0.075	$0.157	$0.212	$0.294	$0.212
Cup Cost	$0.050	$0.072	$0.076	$0.088	
Lid Cost	$0.010	$0.010	$0.010	$0.010	
Subtotal Cost	$0.135	$0.239	$0.298	$0.392	$0.212
Additional Items					
Straw Cost	$0.011	$0.011	$0.011	$0.011	
CO2 Cost	$0.001	$0.001	$0.001	$0.001	$0.001
Ice Cost	$0.010	$0.010	$0.010	$0.010	$0.010
Subtotal Cost	$0.022	$0.022	$0.022	$0.022	$0.011
Total Cost	$0.157	$0.261	$0.320	$0.414	$0.223

Fountain Profit	Small	Medium	Large	Jumbo	Refill
Retail Price	$0.79	$0.89	$0.99	$1.09	$0.69
Drink Cost	$0.157	$0.261	$0.320	$0.414	$0.223
5% (Waste)	$0.008	$0.013	$0.016	$0.021	$0.011
G.P.	$0.625	$0.616	$0.654	$0.655	$0.456
G.P.%	79.1%	69.2%	66.1%	60.1%	66.1%

Comments

Consider increasing refill price to .79

*Yield based on a 5 to 1 ratio

Coffee Management Analysis and Plan

Objectives

The objective of the Coffee Management Analysis and Plan is to determine the profitability of coffee and make adjustments in pricing to build profitability.

Instructions

Enter the Units of coffee, either pounds or pouches. Enter the cost of coffee. Enter the sizes and cost for all of the cups that you sell. Enter costs of lids, creamers, sweeteners, and stir sticks. The result is the total cost of beverage per size.

Enter the retail price of each size. The result is the gross profit and gross profit percent of each size.

Adjust prices to match competition or test gross profits at different prices. Note, however, that there may be a relation between price and volume.

Evaluation

You can test profits of ownership of equipment vs. rental to make decisions on, which is best for your business. You will also get a realistic idea of how much profit you are really making on coffee.

In addition, you can determine the profit differential between purchasing pouches and bulk beans, or a combination of the two.

Coffee Management Analysis and Plan

Materials Cost Item	Units	Yield (Oz.)	Cost	Cost per Brewed Oz.
Coffee (Pound)	5	2,270	$15.00	$0.007
Coffee (Pouch)				
Total	5	2,270	$15.00	$0.007

Cups	Size (Oz)	Quantity	Cost	Cost per Serving
Small	16	100	$8.00	$0.080
Medium	20	100	$9.00	$0.090
Large	24	50	$5.00	$0.100
Jumbo	32	50	$6.00	$0.120
Lids		1,000	$8.00	$0.008
Non-Dairy Creamer		100	$5.00	$0.050
Half and Half		100	$5.00	$0.050
Sugar		1,000	$8.00	$0.008
Artificial Sweetener		1,000	$7.00	$0.007
Stir Sticks		1,000	$3.00	$0.003

Costs Per Cup	Small	Medium	Large	Jumbo	Refill
Coffee Cost	$0.099	$0.126	$0.152	$0.205	$0.099
Cup Cost	$0.080	$0.090	$0.100	$0.120	
Lid Cost	$0.008	$0.008	$0.008	$0.008	
Total Cost (Black)	**$0.187**	**$0.224**	**$0.260**	**$0.333**	**$0.099**

Additional Items	Per Cup
Creamer	$0.050
Sweetener	$0.008
Stir Stick	$0.003
Total	$0.061

Comments

Can compare buy vs. lease of equipment
Can compare grinding beans vs. pouches

Coffee Profit	Small	Medium	Large	Jumbo	Refill
Retail Price	$0.79	$0.89	$0.99	$1.09	$0.69
Coffee Cost (Black)	$0.187	$0.224	$0.260	$0.333	$0.099
10% (Waste)	$0.019	$0.022	$0.026	$0.033	$0.010
G.P. (Black)	**$0.584**	**$0.644**	**$0.704**	**$0.724**	**$0.581**
G.P.%	**73.9%**	**72.4%**	**71.1%**	**66.4%**	**84.2%**

Coffee Profit	Small	Medium	Large	Jumbo	Refill
Retail Price	$0.79	$0.89	$0.99	$1.09	$0.69
Cost (Light & Sweet)	$0.248	$0.284	$0.320	$0.393	$0.160
10% (Waste	$0.025	$0.028	$0.032	$0.039	$0.016
Gross Profit	**$0.518**	**$0.578**	**$0.637**	**$0.657**	**$0.514**
G.P.%	**65.5%**	**64.9%**	**64.4%**	**60.3%**	**74.6%**

C-Store Tracker

Objective

The objective of the C-Store *Tracker* is to present a year-at-a-glance perspective of the C-Store activity.

Instructions

When you enter percentage and dollar amounts use decimal values. For example, you would enter $2.50 as 2.5 and 6.5% as .065. Dollar and percent signs are unnecessary.

After selecting the "C-Store Tracker," enter the total dollar amount of tobacco sales in the appropriate column (month). If you press ENTER, the cursor will move to the next cell. In the next row enter the total sales from the store during that month. After you press ENTER, *FasTrax Professional*® calculates the ratio and the cursor will advance down to the row labeled "C-Store G.P. $." In this row enter the gross profit from the profit and loss statement. *FasTrax Professional*® will calculate the "Gross Profit Percentage."

If you have completed the "Gasoline Tracker," the totals are present and *FasTrax Professional*® calculates the "Gross Profit Cost per Gallon" as well.

Enter the retail shrinkage dollar amount, press ENTER and FasTrax *Professional*® will calculate the shrink percentage. Enter the total C-store inventory amount, number of promotional items offered that month and total promotional sales revenue for the month in the same manner as above.

The "C-store Tracker" gives you the capacity to track six different individual promotional items at the bottom of the tracker. The names of the items tracked here may be changed in the "Preferences" worksheet.

As in the other trackers, the averages, totals, and formulas will automatically calculate.

2/1/xx 12:33 PM **Store Tracker** **Enter Name Here**

	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**Totals**
Tobacco Sales	$7,150	$7,500	$6,800	$7,150										$21,450
C-Store Total Sales	$37,738	$37,215	$36,800	$39,200										$113,215
Tobacco to Total $	18.9%	20.2%	18.5%	18.2%										18.9%
C-Store G.P.%	$12,987	$13,275	$12,350	$113,335										$38,960
C-Store G.P.$	34.4%	35.7%	33.6%	34.0%										34.4%
Fuel Gallons	167,647.5	158,500	158,350	158,690	195,050									670,590
C-Store G.P. C.P.G.	$0.077	$0.084	$0.078	$0.084										$0.058
Retail Shrink $	$542	$450	$525	$650										$1,625
Retail Shrink %	1.4%	1.2%	1.4%	1.7%										1.4%
Total C-Store Inv. $	$36,246	$35,200	$36,250	$37,289										$108 ,739
Promotional Items	166.3	175	125	199										499
Promotional Sales $	$517	$525	$475	$551										$1,551
2 Liter Special	375.0	500	240	375										1,125
Item 2														
Item 3														
Item 4														
Item 5														
Item 6														

Incentive Pay Plan

Objective

Incentive pay plans motivate employees. This form enables you to convert from your existing pay structure to as complete a commission plan as you wish. It even allows you to convert gasoline sales in both dollars and gallons to an incentive system. This program enables you to use various scenarios to experiment with different commission structures.

Instructions

"Summary"is the first section. To complete this form, you will need an average and accurate profit and loss statement. The information from the P&L is necessary to complete this program. Follow the conversion in sequence.

Enter the total payroll dollars of the business (either the station or the C-Store). Include payroll taxes in the conversion. Be certain that if you pay weekly, this is not a five-payroll month. Enter the proposed base pay for the month. Base pay can be any amount that you want to pay the employees when the plan is set up. For example, for a full facility, you may wish to pay island employees $2.00 per hour plus commission. If they work 40 hours each and you have five full time employees, the base pay for island employees would be $2.00 times the number of hours per day you have island employees working. Two shifts of two employees working 18 hours per day, equals 36 hours times $2.00 per hour equals $72.00 times 4.3 weeks in a month equals $3,096.00. For more examples see the following printout. Next enter the base pay in the same manner for each position. Included in base pay are any employees who remain on salary or hourly such as bookkeepers or parts runners. Allow for some salary for supervisory and managerial duties.

What you are left with is the commission dollars to be paid out on the new plan. If the operator is strictly a manager, and does not perform duties that would take commission away from the other employees, enter zero on this line. If the operator does do mechanical work, enter $500 so as not to participate in their pay after the conversion has been concluded.

If you do not include gasoline in the plan, enter total gross profit excluding gasoline, if included in the plan; enter the total gross profit of the business. The result is called "Adjusted Payroll Percentage," or A.P.P. This means that for every dollar of gross profit generated by the plan employees, they will receive a percentage. That percentage is the A.P.P.

Go to the "Department Input" section. Seven departments are available to customize to the business. If the number of departments exceeds seven, combine departments with like or similar gross profit percentages. You may change the selected departments as previously discussed. The next step is to enter the gross profit percentages for departments. Use the most current month, or if an error has occurred, use a year-to-date average. Until adequate and accurate information is obtained from the accountant, use the default percentages. Gasoline, however, is so variable by market and month that a percentage has to be calculated and entered in that cell.

Next, enter the "Total Sales by Department." As you enter sales, *FasTrax Professional* reflects the commission dollars to be paid out in the last column. If commission is to be paid on gasoline, we recommend that the commission be paid on a cents-per-gallon basis and not on a percentage of sales. When you pay commission on a percentage, multiple changes in the commission percentage have to be made because of frequent price changes. To convert to a less volatile cents per gallon, go back to the "Gross Profit" cell. This is where you convert the gasoline commission to a cents-per-gallon commission. Enter total gasoline gross profit. Enter total gallons sold. The program will then give you the cents per gallon paid on commission.

Go to the third section. This is the "Proof" section. This reflects the dollars of commission paid out and whether there is a Variance from the main input screen. If a variance exists of any sizable amount, you should check your math. The other cause of a variance is changing the gross profit percentages from the month's information to year-to-date information.

Evaluation

You can experiment with different scenarios until you find one that fits the business. In some businesses, you may start with a high base pay that reflects low commission percentages. In other cases you may start with low base pay that reflects high commission percentages. The business that is using the program will determine which is better. It is our recommendation you spend considerable time adjusting the numbers until you reach a comfort level. The objective is higher sales and profits and better customer service.

2/2/xx **Incentive Pay AnalysisEnter Name Here**

Unconverted	
Payroll Dollars	**$12,900**
Base Pay	**$2,000**
Subtotal	**$10,900**
Operator's Cost	**$0**
Total Payroll	**$10,900**
Total Bay G.P.$	**$25,200**
A.P.P.	**43%**

Department	A.P.P.	G.P.%	Perf.%	Total Sales $	Performance $
Oil/ATF	43%	44%	19%	$4,500	**$856**
Tiers	43%	25%	11%	$4,000	**$433**
Batteries	43%	28%	12%	$2,500	**$303**
Stocking Parts	43%	50%	22%	$6,000	**$1,298**
Non-Stocking Parts	43%	47%	20%	$7,500	**$1,525**
Labor	43%	90%	39%	$15,000	**$5,839**
Other 1	43%	100%	43%	$1,500	**$649**
Other 2	43%		0%		**$0**
Other 3	43%		0%		**$0**

Proof:	
Total Performance $	$10,902
Plus Base Pay	$2,000
Subtotal	**$12,902**
Less Operator Cost	**$0**
Total Payroll	**$12,902**
Payroll from Above	$12,900
Variance	**$2**

Flag Time Conversion	
Labor Rate	$45.00
Performance %	39%
Flag Time Rate	**$17.55**

Bay Mix Analysis

Objectives

The objective of the *Service Bay Analysis* is to provide a tool to analyze bay productivity by work order. This form also provides a mechanism to detect vehicle mix for inventory and promotional considerations. The service analysis provides a micro look at the profit centers within the service department to decide auto services, not repairs that need additional emphasis.

Instructions

This worksheet has only one input area with nine main columns. The first column is for the make of vehicle, the second, type of vehicle, and the third, year of the vehicle. Next are columns for the total amount charged for parts and labor. The last section has four columns for the services done. We have designed several built-in functions to help you complete this form.

The purpose of the form is to identify frequently needed services that are not being done. It is not to learn how many starters, alternators, or drive shafts were installed. This is not a mechanical analysis.

You must make an entry for make, type of vehicle, and year. If you make no entry, the results will be inaccurate. We have provided a list of vehicles from which to choose in the "Make of Vehicle" column. If the vehicle you wish to enter is not on this list, you can enter 37 for other. However, if there is no make of vehicle on the work order enter 38 for unknown. All entries in the first field must be numeric or the capitalized letters from the list on the left. If you do not enter the vehicle make correctly, you will be prompted until you make a proper entry. You should enter every work order in this field even if they perform no services. After entering "make," press ENTER to move to "Type of Vehicle" field. You have three choices, cars, vans or trucks. Press C for car, T for truck, of V for vans and mini vans.

The third field is for the year of the vehicle. Enter the last two numbers of the years of the car or truck. For example we would enter an 88-Ford truck as 88. For unknown years, enter a non-numeric value.

In the next field, enter the parts total from the work order and press ENTER. In the following field enter the labor total. Do not include sublet or tax. Dollar signs are unnecessary.

The next four fields are for the services provided. We show the numbers and abbreviations for the services at the right of the workbook. When entering a service use the first capitalized letters of the service provided, for example, a lube, oil, and filter change is LU, for a battery sale, BA. You can make entries in either upper or lower case. The number of the service may be used as an alternative. Note that there are four additional service codes called Other 1, Other 2, Other 3, and Other 4. A hard copy of this screen is provided for your use in this module.

After you have entered the month's work orders, you are ready to click on the "Tally" button.

NOTE: Because this form takes quite a bit of time to enter, we recommend that you save the file about every 10 minutes or ten work orders.

The file is saved whenever you click the "Done" button, or you may use File, Save As, to create a copy of your Bay Mix.

To analyze the reports, look at them individually. Near the bottom of the "Bay Mix" window are three page tabs. The work order data entry is done on the tab labeled "Work Orders." When you have entered all work orders for the month at the top of the sheet, you will find totals for the number of work orders entered, number of pages in the report (useful when printing only the pages with data on them), parts and labor totals, and the number of work orders with one, two, three or all four services provided.

The tab labeled "Bay Mix (Services)" is the service department report. This report gives you a breakdown of services provided. This is useful when analyzing what is being done and what you are overlooking or ignoring in the bays. Use this report as a counseling tool with service advisors and technicians. This report is useful in setting up commissions, bonuses, customer promotions, and goal setting. To track progress in development of the service department, completing this program is useful at least every 90 days. This is a micro report that is the most useful in consulting. Building bay business is a matter of identifying and correcting deficiencies.

Evaluation

The "Service Mix" report also provides the total number of work orders written, the totals for both parts and labor, and the average work order amount. This is good information to track month-to-month.

The first page of the "Bay Mix Report," provides an analysis of cars by manufacturer. Use this page to establish inventory levels and to decide if the mix of vehicles being serviced at the station is the same as the mix of vehicles buying gasoline from the business. This should provide information whether the shop operation caters to older or newer vehicles.

The second page of the report gives you an analysis of your light truck business. This can be used as a guide to help in determining inventory level of parts and accessories for trucks. The third page provides the mix information for vans and mini vans. This page of the report also provides the mix of cars to trucks provided in both units and percentages.

Service Performed	Total	Percent
Air Conditioning		
Air Filter		
Alignment		
Batteries		
Belts		
Brakes		
Diagnostics		
Gas		
Hoses		
Injectors		
Lamps	2	25%
Lube/Oil filter	1	13%
Radiator	1	13%
Repairs (Misc.)		
Tire Rotation	1	13%
Smog Check	1	13%
Scheduled Maintenance		
Shocks/Struts		
Tires		
Transmission Service	1	13%
Tune Up	1	13%
Wheel Balance		
Wheel Bearing Pack		
Wipers		
Other 1		
Other 2		
Other 3		
Other 4		
Not Applicable		

	Total	Average
Parts $	$200	$28.57
Labor $	$555	$79.29
Total $	$755	$107.86

Work Orders	7	
1 Service	4	50%
2 Service	2	25%
3 Service	1	13%
4 Service	1	13%
Total Services	8	1.14

2/5/xx **Vehicle Mix** **Enter Name Here**

Cars	Pre 84	84-85	86-87	88-89	90-91	92-93	94-95	96-97	98-99	00	01	02	?	Total	%
Chrysler															
Chrysler Dodge Jeep/Eagle Plymouth															
Ford															
Ford Lincoln Mercury															
G.M.													1	1	25%
Buick Cadillac Chevrolet Geo G.M.C. Oldsmobile Pontiac Saturn													1	1	25%
Imports									1					1	25%
Acura Audi B.M.W. Honda Hyundi Infiniti Izuzu Jaguar Kia Lexus Mazda Mercedes Mitsubishi Nissan Porsche Renault Saab Subaru Toyota Volkswagen Volvo									1					1	25%
Other										1				1	25%
Unknown											1			1	25%
Total									1	1	1		1	4	
Mix%									25%	25%	25%		25%		

2/5/xx **Vehicle Mix** **Enter Name Here**

Trucks	Pre 84	84-85	86-87	88-89	90-91	92-93	94-95	96-97	98-99	00	01	02	?	Total	%
Chrysler															
Chrysler Dodge Jeep/Eagle															
Ford															
Ford															
G.M.															
Chevrolet Geo G.M.C.															
Imports										1				1	100%
Honda Izuzu Mazda Mercedes Mitsubishi Nissan Subaru Toyota Volkswagen										1				1	100%
Other															
Unknown															
Total										1				1	
Mix%										100%					

Vans	Pre 84	84-85	86-87	88-89	90-91	92-93	94-95	96-97	98-99	00	01	02	?	Total	%
Chrysler															
Chrysler Dodge Jeep/Eagle Plymouth															
Ford															
Ford															
G.M.															
Buick Chevrolet Geo G.M.C. Oldsmobile Pontiac															
Imports					1					1				2	100%
Honda Izuzu Mazda Mitsubishi Nissan Toyota Volkswagen					1					1				1 1	50% 50%
Other															
Unknown															
Total					1					1				2	
Mix%					50%					50%					

	Pre 84	84-85	86-87	88-89	90-91	92-93	94-95	96-97	98-99	00	01	02	?	Total	%
Cars									1	1	1		1	4	57%
Trucks										1				1	14%
Vans					1					1				2	29%
Total					1				1	3	1		1	7	
Mix%					14%				14%	43%	14%		14%		

Productivity Analysis

Objectives

The objective of the *Facility Productivity Analysis* is to determine the bay productivity for the facility. It is also used to do "what if" scenarios. In this analysis the productivity is a measurement of labor only.

The objectives of the *Technician Productivity Analysis* are as follows:

1. Analyze the total productivity of technicians,
2. Analyze each individual technician,
3. Use as a developmental and counseling tool with technicians, and
4. Use as a "what if" analysis for projecting changes.

Instructions

Enter the month to be analyzed**.** ***FasTrax Professional***® will post the results of the actual values in the "Service Tracker" if you have entered all data.

Enter the number of bays. Enter the number of days open during the month. Enter the number of hours open each day. Enter your average flat rate labor charge per hour in the cell for the labor rate. Enter $42.50 as 42.5 or $45 as 45. Omit dollar signs. ***FasTrax Professional***® will display them for you. The "Potential Productivity" is the total labor that they would bill if they billed all bays for every hour they were open. Finally, enter your actual total labor and lube sales. Please omit dollar signs. The result is your facility "Realized Productivity Rate."

Evaluation

To analyze the "Facility Productivity Analysis" consider that 67%-75% is an industry guideline for good productivity. What is the effect on productivity and potential billing of an increase in your labor rate? What is the potential result of an increase in the number of open days per month? What would be the result of increasing your hours of operation? What would changing the types of services offered have on productivity? If a technician were added to staff, how would that affect productivity? Is labor being charged properly on all work? Use this form as a basis of comparison for action changes you make. Compare this monthly to check your progress.

You can make any changes you want and these changes will be reflected in the "Potential Productivity" row and the "Realized Productivity Rate."

Technician Productivity

Enter the number of technicians (anyone taking up space in a bay). For part-time technicians, use a decimal. For example, three full-time and one part-time technician are entered as 3.5. Enter the average number of hours the technicians work each week, for example, 48 hours in a five-day week with eight hours of overtime on average. You can change the "Technician Hours Available per Month" by entering the new value if you wish. The "Potential Billing" is the total labor that they would bill if all technicians billed every hour they worked.

Individual Productivity

Enter the name of the technician to analyze. Enter the average number of hours that the technician works each week. You can change the "Technician Hours Available per Month" by entering the new value if you desire. The "Potential Billing" is the total labor that they would bill if that technician billed every hour they worked. Enter the total labor and lube sales billed by that technician in the month. The result is your "Realized Productivity Rate."

The second column is for projected last month, or goals. You may change any numbers in any cell to reflect projected changes, last month, or goals.

Evaluation

To analyze the "Technicians Productivity Rate," consider that a good productivity rate is 75%. If the productivity of any technician or the crew as a total falls below that rate, ask the following questions. Are the technicians trained? Is all labor being billed and billed properly? Are they assessing diagnostic charges for the appropriate work? Is the equipment adequate to do the work necessary? Is inventory adequate? Are the parts stores responsive and do they deliver parts quickly? Are technicians doing productive work? Besides the actual rate, what would be the result to potential labor of changing labor rates? Should you hire another technician? What would be the effect of adding another technician?

Analyze and compare these figures monthly. They are critical to the profitability of the bays.

Productivity Analysis	January	
Facility	**Actual**	**Projected**
Number of Bays	3	3
Number of Days Open per Month	30	30
Number of Hours Open per Day	12	12
Flat Rate per Hour	$45.00	$45.00
Potential Productivity	**$48,600**	**$48,600**
Total Labor Sales	$15,000	$15,000
Realized Productivity Rate	**31%**	**31%**
Technician	**Actual**	**Projected**
Number of Technicians	3	3
Number of Hours Worked per Week	44	44
Technician Hours Available per Month	572	572
Flat Rate per Hour	$45.00	$45.00
Potential Billing	**$25,740**	**$25,740**
Total Labor Sales	$15,000	$15,000
Realized Productivity Rate	**58%**	**58%**
Individual	**Actual**	**Projected**
Technician Name	Freddie Jr.	
Number of Hours Worked per Week	40	40
Technician Hours Available per Month	173	173
Flat Rate per Hour	$45.00	$45.00
Potential Billing	$7,800	$7,800
Total Labor Sales	$4,000	$4,000
Realized Productivity Rate	**51%**	**51%**

Service Tracker

Objective

The objective of the *Service Tracker* is to provide a year-at-a-glance perspective on your bay activities.

Instructions

Enter percentages and dollar amounts as decimal values. For example, you would enter 20% as .2 or $2.50 as 2.5. Percent signs and dollar signs are unnecessary.

After selecting the *Service Tracker*, enter the total labor revenue in the appropriate column (month). In the next row you will enter the total parts revenue during that month. After pressing ENTER, the cursor will advance down to the row labeled "Stock Parts G.P. %." In this row enter the percentage of profit made on parts that are regularly kept in stock. On the row labeled "Non-Stock Parts" enter the percentage of profit made on parts that are not regularly kept in stock, but must be obtained from outside sources. In the following row enter the total dollar amount of wages paid to bay technicians. Enter the gross profit for that month from bay work in the row labeled "Bay G.P. $."

In the bottom section of this tracker you can track sales of five different products. In the appropriate row enter the number of units sold during the month of that product.

You can change the names of the five units in the "Setup" worksheet as previously discussed.

Clicking the "Import" button will import the data from the "Productivity Analysis" worksheet, if completed.

2/1/xx 11:32 AM **Service Tracker** **Enter Name Here**

	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Labor $														
Parts$														
Total Bay Sales														
Labor/Parts Ratio														
Hourly Rate														
Hours Billed														
Stock Parts G.P.%														
Non Stock Parts														
Bay Wages														
Bay G.P.$														
Wages/Bay G.P.%														
Bay Productivity %														
Tech. Productivity %														
Willie Makit														
Betty Dont														
Don Apparel														
Fred Knott														
I. M. Shure														
R. U. Really														
Izzy Foreal														
Wye Knott														
Ben There														
Don That														
Sid Downe														
I. Will Nguin														
Noah Wont														
Jess Kiddin														
Tires														
Batteries														
Item 3														
Item 4														
Item 5														

Towing Tracker

Objective

The objective of the *Towing Tracker* is to present a year-at-a-glance perspective of your towing activity.

Instructions

Enter dollar amounts as decimal values. For example, you would enter $2.50 as 2.5. Dollar signs are unnecessary.

After selecting the *Towing Tracker*, enter the number of auto club tows in the appropriate column (month). In the next row enter the number of operator tows during the month. In the row labeled "Other," enter the number of tows that are neither auto club nor operators. In the row labeled "# Trucks" enter the number of trucks operating during the month, whether they did any tows or not. In the following row enter a total dollar amount of income from towing of all types. In the row labeled "Towing Expense" enter total expenses for all towing (truck maintenance, fuel, insurance, tools, etc.). Continue down to "Miles Driven." Enter the total number of miles driven on all trucks for the month. Enter total bay sales and bay gross profit for the month in the appropriate rows.

As in the other trackers, the averages, totals, and formulas will automatically calculate.

2/2/xx 11:59 AM Towing Tracker Enter Name Here

	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Towing Clubs	425.0	350	400	525										1275
Operator Tows	196.7	200	190	200										590
Other Tows	140.0	125	145	150										420
Total Tows	761.7	675	735	875										2,285
# Trucks	3.0	3	3	3										
Tows per Truck	253.9	225.0	245.0	291.7										
Towing Income	$7,666.67	$8,000	$7,000	$8,000										$23,000
Towing Expense	$4,333.33	$4,500	$4,000	$4,500										$13,000
Towing G.P.	$3,333.33	$3,500	$3,000	$3,500										$10,000
Expense per Tow	$5.69	$6.67	$5.44	$5.14										$5.69
G.P. per Tow	$4.38	$5.19	$4.08	$4.00										$4.38
Miles Driven	17,666.7	18,000	16,000	19,000										53,000
Expense/Mile	$0.25	$0.25	$0.25	$0.24										$0.25
Bay Sales $	$1,933.33	$1,200	$2,200	$2,400										$5,800
Bay G.P. $	$1,266.67	$800	$1,400	$1,600										$3,800
Bay G.P./ Tow	$1,.6	$1.19	$1.90	$1.83										$1.66

Tire Prices

Objectives

The objective of this worksheet is to develop and prepare customized tire price comparison sheets for use by both the operator and salesperson.

Instructions

Please use decimals for percentages, but do not enter percent (%) or dollar ($) signs (for 35%, enter .35; for $22.50 enter 25.5).

First, enter the gross profit percentage you want to reflect in "The Other Guy's" (or Reg. G.P.%), prices. In the next cell, enter the gross profit percentage you use on this tire. Moving one cell down, enter the minimum gross profit percentage you will allow. Next, enter the brand of the tire. Finally, enter the model of the tire you are pricing.

In the large area near the bottom of the worksheet, you will find three white columns. We label the first column "Size." In this column you may type in the actual size (e.g., P-175/70R 13), of the tire you wish or you may enter the number (9) of the tire from the list on the left. You may also select the line by clicking anywhere on the line and double-click on the size in the list. The third method will paste the size into that line, replacing whatever was there previously.

In the "Wall" column enter "WW" for white wall or "BW" for black wall. In the "Cost" column enter your cost for this tire. When your entry is complete, *FasTrax Professional*® will compute the "Regular" price and "Our" price. The last two digits (the cents) are the minimum price that may be charged for this tire, using the minimum G.P. % you provided. Both the "Regular" and "Our" prices may be adjusted by selecting the cell containing them and entering the new values.

Printing

After clicking on the "Print" button *FasTrax Professional*® will ask you to choose between the "Operator Price Sheet" and the "Customer Price Sheet." They differ in two ways. First, the operator sheet includes the cost column and the customer sheet does not. Secondly, in the footer of the operator sheet *FasTrax Professional*® imbeds the regular, minimum, and our G.P.%'s.

All Tread Four Season Radial

	Size	Wall	Cost	Reg. Price	Our Price
1	165R 13	WW	$25.00	$41.67	**$38.31**
2	P-155/80R 13	WW	$27.50	$45.83	**$42.34**
3	P-165/70R 13	WW	$28.95	$48.25	**$44.36**
4	P-175/80R 13	WW	$29.95	$49.92	**$46.37**
5	P-195/70R 13	WW	$29.99	$49.98	**$46.37**
6	P-205/70R 13	WW	$30.50	$50.83	**$46.38**
7	197/70R 14	WW	$31.25	$52.08	**$48.39**
8	P-175/70R 14	WW	$32.50	$54.17	**$50.41**
9	P-195/70R 14	WW	$33.50	$55.83	**$51.42**
10	P-195/70R 14	WW	$33.95	$56.58	**$52.42**
11	P-205/70R 14	WW	$35.00	$58.33	**$53.44**
12	P-205/75R 14	WW	$35.75	$59.58	**$55.45**
13	P-215/60R 14	WW	$37.50	$62.50	**$57.47**
14	P-235/60R 14	WW	$39.95	$66.58	**$61.50**
15	P-205/50R 15	WW	$42.25	$70.42	**$65.53**
16	P-205/75R 15	WW	$42.75	$71.25	**$65.53**
17	P-215/65R 15	WW	$36.36	$77.27	**$71.58**
18	P-215/70R 15	WW	$48.90	$81.50	**$75.61**
19	P-215/75R 15	WW	$49.00	$81.67	**$75.61**
20					
21	P-235/75R 15 XL	WW	$50.00	$83.33	**$76.63**
22	P-275/60R 15	WW	$51.00	$85.00	**$78.64**
23	LT 215/85R 16	WW	$51.50	$85.83	**$79.64**
24	LT 235/85R 16	WW	$55.00	$91.67	**$84.69**
25	LT 245/75R 16	WW	$60.00	$100.00	**$92.75**
26	30X9.50R 15	WW	$55.85	$93.08	**$85.70**
27	P-205/55R 16	WW	$61.25	$102.08	**$94.77**
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Enter Notes or Comments in This Space

Great all-season radial.
Good over sand, ice, snow, broken glass.
Five mile unlimited warrantee.

reg:40 min: 20 hour:35 Enter Name Here 2/6/xx

All Tread Four Season Radial

	Size	Wall	Reg. Price	Our Price
1	165R 13	WW	$41.67	$38.31
2	P-155/80R 13	WW	$45.83	$42.34
3	P-165/70R 13	WW	$48.25	$44.36
4	P-175/80R 13	WW	$49.92	$46.37
5	P-195/70R 13	WW	$49.98	$46.37
6	P-205/70R 13	WW	$50.83	$46.38
7	197/70R 14	WW	$52.08	$48.39
8	P-175/70R 14	WW	$54.17	$50.41
9	P-195/70R 14	WW	$55.83	$51.42
10	P-195/70R 14	WW	$56.58	$52.42
11	P-205/70R 14	WW	$58.33	$53.44
12	P-205/75R 14	WW	$59.58	$55.45
13	P-215/60R 14	WW	$62.50	$57.47
14	P-235/60R 14	WW	$66.58	$61.50
15	P-205/50R 15	WW	$70.42	$65.53
16	P-205/75R 15	WW	$71.25	$65.53
17	P-215/65R 15	WW	$77.27	$71.58
18	P-215/70R 15	WW	$81.50	$75.61
19	P-215/75R 15	WW	$81.67	$75.61
20				
21	P-235/75R 15 XL	WW	$83.33	$76.63
22	P-275/60R 15	WW	$85.00	$78.64
23	LT 215/85R 16	WW	$85.83	$79.64
24	LT 235/85R 16	WW	$91.67	$84.69
25	LT 245/75R 16	WW	$100.00	$92.75
26	30X9.50R 15	WW	$93.08	$85.70
27	P-205/55R 16	WW	$102.08	$94.77
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

Enter Notes or Comments in This Space

Great all-season radial.
Good over sand, ice, snow, broken glass.
Five mile unlimited warrantee.

Tire Prices **Enter Name Here** **2/6/xx**

Auto Parts Gross Profit Analysis

Objectives

The objective of the *Auto Parts Gross Profit Analysis* is to provide a form to analyze the profitability of both hard and soft parts. It also compares the sampling with the actual results from the profit and loss statement. The form is similar to a velocity report, only this form is for auto parts.

Instructions

This workbook consists of three sections. First is the analysis summary. From the profit and loss statement enter the auto parts sales in the sales cell. Enter parts cost, also from the profit and loss statement. The result is gross profit and gross profit percent.

The second section is for the entry of hard parts. Randomly select auto parts invoices more than $25.00. Try to select common parts. Enter a description of the part, the invoice number for the selected part, and the date of the invoice. Enter the net cost of the part from the invoice. Find the work order that corresponds to the part. Do not use the suggested retail price of the part or multiply the part times any factor that you normally use. The actual work order price is the price to enter. When you have entered both the cost and the retail price, the program calculates both the gross profit and gross profit percent. As you continue to enter additional parts the "Total G.P. %" automatically adjusts. Make all 17 entries in the hard parts analysis. When you have completed the entries, ***FasTrax Professional***® will take you to the "Soft Parts" section.

The input section you are now looking at is "Soft Parts" which is defined as parts less than $25.00. Make the entries the same as you did hard parts. Randomly select invoices, enter the cost, and find the retail price on the work order. **NOTE**: If a work order is not found to match the invoice, note it. Later, find out what type of vehicle the part goes on and the day of the week that they ordered the part. Discuss that part's invoice with the employees. When both screens are complete, ***FasTrax Professional***® will return you to the analysis summary. In the column entitled "Totals Variance," the information will reflect both the total sales from the sample, the total cost from the sampling, and the gross profit dollars and gross profit percentage that they generate. The variance is the difference between the profit and loss statement gross profit percent and the sampling gross profit percent.
If you wish to analyze more invoices, save and print the file, clear the parts profit data, and make more entries. When you save the file you save as the same name and write over. If you wish to save two files, you must assign a different name to the file. This is true of all *FasTrax Professional*® worksheets.

Evaluation

To evaluate the "Auto Parts Gross Profit" report, compare the gross profit percentage on the monthly P&L statement with the gross profit percentage on the main section. It is common for there to be a difference between the percentages. The reason is that any shrinkage will appear as a lower parts gross profit on the profit and loss statement. **NOTE**: If the sample reflects a 44% gross profit, the difference of 4% could be shrink. Keep in mind that this is a small sample. If you did it to 60 invoices and the result was the same, the conclusion reached above is probably accurate. Complete this form at least every two months at random. Also, establish strong auto parts controls and pricing policies.

2/2/xx **Parts Profit Analysis** **Enter Name Here**

Parts and Accessories

	From P/L	Totals	Variance
Sales	**$13,500**	**$1,254**	
Cost	**$7,000**	**$652**	
Gross Profit	**$6,500**	**$602**	
Gross Profit %	**48%**	**48%**	**0%**

Hard Parts (over $25)

Description	Inv. #	Date	Cost	Retail	G.P.$	G.P. %
Alternator	123	1/2/96	$41.00	$78.00	$37.00	47%
Starter	one two five	1/2/96	$45.00	$92.00	$47.00	51%
Moderator Value	A2334	3 Jan	$125.00	$189.00	$64.00	34%
CV Boot	ddd 77	Dec 31	$133.00	$199.00	$66.00	33%
Alternator	999	1/5/96	$62.00	$135.00	$73.00	54%
Bevel Stemroot	333	1/6/96	$54.00	$119.00	$65.00	55%
Ovelstrat Equalizer	111	1/7/96	$34.00	$69.00	$35.00	51%
Total	**7**		**$393.00**	**$881.00**	**$387.00**	**44%**

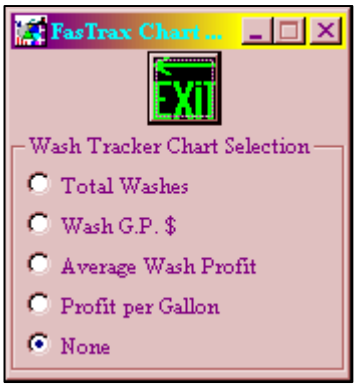
Soft Parts (under $25)

Description	Inv. #	Date	Cost	Retail	G.P. $	G.P. %
Tire Flush Valve	235	Jan 3	$19.00	$49.00	$30.00	61%
Corsecal Wacker Nut	562	1/4/96	$25.00	$52.00	$28.00	54%
Framis Filter	321	1/5/96	$19.00	$39.00	$20.00	51%
Oblical Venterator	754	5-Jan	$21.00	$49.00	$28.00	57%
Oil Filter Leak Plugger	652	8-Jan	$22.00	$56.00	$34.00	61%
Light Switcher	4462	8-Jan	$22.00	$56.00	$34.00	61%
Latch Trunk Locker	213	11-Jan	$16.00	$35.00	$19.00	54%
Oil Filter	345	12-Jan	$4.00	$12.00	$8.00	67%
Air Cleaner	843	14-Jan	$11.00	$25.00	$14.00	56%
Total	**9**		**$158,00**	**$373.00**	**$215.00**	**58%**

Wash Tracker

Objective

The objective of the *Wash Tracker* is to track car wash key indicators. It also will provide information to analyze your car wash.



Instructions

1. Enter total car wash sales dollars for the appropriate month.
2. Enter the number of washes for up to six different wash categories for the appropriate month.
3. Enter your total car wash expenses and cost for the same month.
4. The program will calculate the remaining fields.
5. If you have completed your gasoline tracker the gasoline gallons will be brought forward to the wash tracker.

By utilizing the wash tracker, you will be able to analyze the following:

A. Wash sales dollar of income trends.

B. Wash sales mix percentage trends.

C. Wash cost and expense trends.

D. Wash profit per wash mix trends.

E. The relationship between fuel gallons and wash sales trends.

Evaluation

This information is useful in developing a sales plan, establishing incentives, and determining the productivity and profitability of your car wash.

1/31/xx 3:19 P.M. **Wash Tracker** **Fast Freddies Friendly Food and Fix-It**

	Average	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Total Wash $	$4,616	$4,515	$4,620	$4,580	$4,750									$18,465
Regular Wash	441.5	456	432	423	455									1,766
	92%	31.5%	29.1%	31.9%	29.7%									30.5%
Deluxe Wash	758.5	745	788	699	802									3,034
	157%	51.5%	53.1%	52.7%	52.3%									52.4%
Premium Wash	247.5	246	264	205	275									990
	51%	17.0%	17.8%	15.4%	18.0%									17.1%
Extra Wash														
Super Wash														
Plus Wash														
Total Washes	482.5	1,447	1,484	1,327	1,532									5,790
Wash Expense $	$1,116	$1,089	$1,108	$1,015	$1,250									$4,462
Wash G.P. $	$3,501	$3,426	$4,512	$3,565	$3,500									$14,003
Average Wash $	$0.27	$3.12	$2.11	$3.45	$3.10									$3.19
Avg. Wash Cost	$0.06	$0.75	$0.75	$0.76	$0.82									$0.77
Avg. Wash Profit	$0.20	$2.37	$2.37	$2.69	$2.28									$2.42
Fuel Gallons	167,647.5	158,500	158,350	158,690	195,050									670,590
Profit per Gallon	$0.021	$0.022	$0.022	$0.022	$0.018									$0.021

QSR Sales

Objective

The objective of the ***QSR Sales Analysis*** is to measure:

1. Transactions
2. Bundles
3. Promotions

This analysis can be used to measure the results of multiple Food Services.

Instructions

Transactions

1. Select the appropriate food service tab.
2. Enter the total number of transactions.
3. Enter the total food service sales.
4. Enter the daily food service hours.
5. Enter the number of days in the month you are analyzing.
6. Enter the total payroll for your food service selection.
7. Enter the number of drive-through transactions.

Bundles

1. Enter the number of bundled packages sold.
2. Enter the total amount of bundles sold

Promotions

1. Enter the number of promotions run.
2. Enter the number of promotional items sold (items or merchandise).
3. Enter the total promotional sales dollars.

Evaluation of Transactions

The first analysis is the average check or transaction dollar amount. It is critical that this be tracked. It is useful in measuring the success of bundling, combining products and building QSR sales.

The second analysis is the analysis of sales per hour open. It is critical to stay aware of the hourly amount of business to assist you in staffing and determining if the hours of operation are right for the amount of business.

QSR Sales--*continued*

Tracking hourly payroll is also a critical factor in analyzing the business. It is important to know your drive-through percentage.

Evaluation of Bundles

Knowing your percentage of bundled sales is also critical. It should be the objective of the QSR to build bundled sales, which will also increase the average transaction amount.

Evaluation of Promotions

Knowing the success of your promotions is important. It will assist in determining which promotions are the most successful and which ones don't work in your location. You can analyze items such as toys as well as other promotions. You can also analyze promotions for each food service program.

QSR Sales Analysis for:		
Transactions		
Number of transactions		
Total sales		
Average check		
Number of hours open per day		
Number of days open per week		
Average hourly sales		
Total payroll		
Average hourly payroll		
Payroll/Sales ratio		
Number of Drive-thru transactions		
Number of Walk-in transactions		
Drive-thru percentage		
Bundles		
Number of Bundled packages sold		
Bundled package percentage		
Total bundled sales		
Average sales per item		
Bundle/Sales ratio		
Bundle/transaction ratio		
Promotions		
Number of promotions		
Number of promotional items sold		
Average items per promotion		
Total promotional sales		
Average sales per promotion		
Average sales per item		
Promotion/Sales ratio		
Promotion/transaction ratio		

Day Parts

Objective

The objective of the *Day Parts Analysis* is to provide a management tool to analyze the business being transacted during the different day parts that the QSR is open.

Instructions

1. Enter your average hourly wages by day.
2. Enter the sales for the appropriate day part.
3. Enter the number of labor hours for the day part.
4. Enter your drive-through dollars of sales.
5. Enter the number of your drive-through transactions.
6. Enter the average drive-through time.

Evaluation

The day part analysis is important to analyze the following:

1. Average drive-through check per day part.
2. Drive-through sales by day part.
3. Wage expense to sales.
4. Labor hours allocated per day part.

Using the information accumulated in the day part analysis, you are able to determine the strong and weak day parts. You can develop a business plan targeting the development of the less profitable day parts.

In addition, you can track the trends of these day parts.

	Average	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Average Hourly Wage	**$13.00**	$12.50	$13.50						**$13.00**
Breakfast Sales	**$300**	$200	$400						**$600**
Labor Hours	**36**	40	32						**72**
Drive-thru Sales	**$263**	$158	$368						**$526**
Drive-thru Trans.	**25**	25	25						**50**
Avg. Drive-thru Time	**30**	30	30						**30**
Avg. Drive-thru Check	**$11**	$6	$15						**$11**
Sales Percentage	**10%**	7%	11%						**10%**
Drive-thru Percentage	**88%**	79%	92%						**12%**
Wage Expense	**156%**	250%	108%						**156%**
Lunch Sales	**$590**	$485	$695						**$1,180**
Labor Hours	**30**	30	29						**59**
Drive-thru Sales	**$461**	$297	$625						**$922**
Drive-thru Trans.	**364**	365	362						**727**
Avg. Drive-thru Time	**32**	28	36						**32**
Avg. Drive-thru Check	**$1**	$1	$2						**$1**
Sales Percentage	**19%**	17%	20%						**19%**
Drive-thru Percentage	**78%**	61%	90%						**5%**
Wage Expense	**65%**	77%	56%						**65%**
P.M. Snack Sales	**$308**	$300	$315						**$615**
Labor Hours	**30**	30	29						**59**
Drive-thru Sales	**$324**	$289	$359						**$648**
Drive-thru Trans.	**81**	75	86						**161**
Avg. Drive-thru Time	**34**	36	32						**34**
Avg. Drive-thru Check	**$4**	$4	$4						**$4**
Sales Percentage	**10%**	11%	9%						**10%**
Drive-thru Percentage	**105%**	96%	114%						**10%**
Wage Expense	**125%**	125%	124%						**125%**
Dinner Sales	**$1,350**	$1,200	$1,500						**$2,700**
Labor Hours	**67**	65	69						**134**
Drive-thru Sales	**$1,005**	$985	$1,025						**$2,010**
Drive-thru Trans.	**674**	650	697						**1,347**
Avg. Drive-thru Time	**79**	75	83						**79**
Avg. Drive-thru Check	**$1**	$2	$1						**$1**
Sales Percentage	**43%**	43%	43%						**43%**
Drive-thru Percentage	**74%**	82%	68%						**5%**
Wage Expense	**65%**	68%	62%						**65%**
Late Snack Sales	**$593**	$600	$586						**$1,186**
Labor Hours	**23**	25	20						**45**
Drive-thru Sales	**$343**	$387	$298						**$685**
Drive-thru Trans.	**114**	125	103						**228**
Avg. Drive-thru Time	**29**	32	25						**29**
Avg. Drive-thru Check	**$3**	$3	$3						**$3**
Sales Percentage	**19%**	22%	17%						**19%**
Drive-thru Percentage	**58%**	65%	51%						**4%**
Wage Expense	**49%**	52%	46%						**49%**
Total Sales	**$3,141**	$2,785	$3,496						**$6,281**
Total Hours	**185**	190	179						**369**
Total drive-thru Sales	**$2,396**	$2,116	$2,675						**$4,791**
Total drive-thru %	**76%**	76%	77%						**76%**
Total Wage Expense	**76%**	85%	69%						**76%**

QSR Tracker

Objective

The objective of the *QSR Tracker* is to benchmark and track QSR key indicators. It can also provide an "At-a-glance" look at your year-to-date information.

Instructions

By QSR of food service:

1. Enter the total number of transactions.
2. Enter your total sales dollars.
3. Divide total sales by the number of transactions.
4. Enter your total payroll.
5. Enter your total food cost.
6. Enter raw product waste.
7. Enter completed product waste.
8. Enter or import your average hourly sales. This information can be imported from the QSR Sales Analysis (if you completed the form first).
9. Enter or import your drive-thru percent from the same QSR Sales Analysis.
10. Enter or import both your bundled sales and bundled sales percent from the QSR Sales Analysis.
11. Enter or import your promotional sales from the QSR Sales Analysis.
12. Enter or import your bundled packages sold from the QSR Sales Analysis.
13. Enter or import your promotions offered and promotional sales from the QSR Sales Analysis.
14. Enter your paper cost if not included in food cost.

***Note**:* Be certain that you have entered the correct month in the QSR Sales Analysis or the information will be imported into the wrong month and may override information already entered.

Evaluation

Track and compare these key indicators. Watch for trends. Use the information to develop your business plan.

7/9/xx QSR Tracker Enter Dealer Name Here

	Average	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Number of Transactions	247	250	180	300	265	195	304	294	197	205	219	302	250	**2,961**
Total Sales	$3,500	$3,500												**$3,500**
Average Check	**$14.18**	**$14.00**												**$14.00**
Total Payroll	**$650**	$650												**$650**
Payroll/Sales ratio	**19%**	**19%**												**19%**
Food Cost	**$100**	$100												**$100**
Raw Product Waste	**$30**	$30												**$30**
Completed Product Waste	**$100**	$100												**$100**
Total Waste	**$130**	**$130**												**$130**
Waste/Sales ratio	**4%**	**4%**												**4%**
Average Hourly Sales	**$75**	$75												**$75**
Drive-thru %	**25%**	25%												**$0**
Bundled %	**30%**	30%												**$0**
Bundled Sales	**$300**	$300												**$300**
Bundle/Sales %	**9%**	**9%**												**9%**
Promotional Sales	**$250**	$250												**$250**
Promotion/Sales %	**7%**	**7%**												**7%**
Bundled Packages sold	**150**	150												**150**
Promotions offered	**3**	3												**3**
Promotional Items sold	**45**	45												**45**
Paper Cost	**$100**	$100												**$100**
Total Food Cost %	6%	**6%**												**6%**
Food G.P. %	**94%**	**94%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**94%**

Fuel Trend

Objective

The objective of the *fuel trends* is to provide you with a tracking mechanism for fuel sales, fuel profit, and fuel trends. In addition, you can use the fuel trends to keep track of all of your motor fuel purchases for sales tax and other tax reporting.

Instructions

1. Select the full service of self-service tab.
2. Enter the day of the week next to the date.
3. Enter the weather.
4. Enter your product cost in the Actual Cost columns.
5. Enter your retail price in the Current Price columns.
6. Enter your gallons sold by product in the Gallons Sold columns.
7. Enter your invoice number and fuel delivery information in the appropriate columns.
8. Daily, enter your gasoline sales gallons.
9. As needed, enter product cost and price changes.

Evaluation

Your sales, daily, will be accumulated. You will also be able to see your daily pool margin. This also will be accumulated to allow you to analyze your monthly sales, monthly fuel profit, and monthly pool margin.

If you have both full and self-service, you make the entries in the self-service section for costs and they are automatically carried to the total worksheet.

You can also see the affect of the days of the weeks to sales. Weather is also reflected in the daily sales. This can help you staff the station.

For calculating information for sales tax and determining whether you have been credited for the correct number of loads you can use the fuel delivery section.

At the bottom of the worksheet, you will find the averages for the month.

Clear, Rainy, Overcast, Snow, Fog, Windy or eXtreme															
Month													Beginning Cost		
					Cost Change			Price Change					Current Cost		
Date	Day	Weather	Regular	Mid	Premium	Diesel	Regular	Mid	Premium	Diesel	Regula	Mid	Premiu	Diesel	
1	Any														
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
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20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
Total															
Average															

Beginning Price									Total						
Current Price				Gallons Sold							Fuel Delivery				
Regular	Mid	Premium	Diesel	Regular	Mid	Premium	Diesel	Total	Pool Margin	Invoice Number	Regular	Mid	Premium	Diesel	Total

Wash Trend

Objective

The objective of the *Wash Trends Analysis* is to enable you to track and analyze car wash activity.

Instructions

1. Enter the beginning day of the week in the first fill-in column.
2. Enter the weather.
3. Enter your cost and retail price in the appropriate column on the first entry day allowed.
4. Enter the number of car washes sold by type of wash.
5. If you change your prices or have a change in the cost of washing cars, make the entry for the appropriate day.

Evaluation

The wash Trend Analysis will provide you with daily and monthly profitability of car wash sales. You can monitor the affect of weather, price, suggestive selling on these sales. You can use the form to establish incentives for your cashiers and wash staff. If you have a "Wash Writer," you can use this to determine if sales ratios are in line with expectations.

You can also use the Wash Trend Analysis as the basis of a business plan. You can determine if profit percentages are in line with sales and costs.

You can also track your wash trends.

Clear, Rainy, Overcast, Snow, Fog, Windy or eXtreme

Month

			Beginning					
			$1.000	$1.100	$1.200	$1.300	$1.400	$1.500

			Cost Change						Price Change						Current Cost					
Date	Day	Weather	Wash1	Wash2	Wash3	Wash4	Wash5	Wash6	Wash1	Wash2	Wash3	Wash4	Wash5	Wash6	Wash1	Wash2	Wash3	Wash4	Wash5	Wash6
1	Any														$1.000	$1.100	$1.200	$1.300	$1.400	$1.500
2															$1.000	$1.100	$1.200	$1.300	$1.400	$1.500
3			$.025	$.035	$.045	$.055	$.065	$.075							$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
4															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
5									($.015)	$.010	$.020	$.030	$.040	$.050	$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
6															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
7															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
8															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
9															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
10															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
11															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
12															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
13															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
14															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
15															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
16															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
17															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
18															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
19															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
20															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
21															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
22															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
23															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
24															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
25															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
26															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
27															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
28															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
29															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
30															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
31															$1.025	$1.135	$1.245	$1.355	$1.465	$1.575
Total			1	1	1	1	1	1	1	1	1	1	1	1						

Average			$.025	$.035	$.045	$.055	$.065	$.075	($.015)	$.010	$.020	$.030	$.040	$.050	$1.023	$1.133	$1.242	$1.351	$1.461	$1.570

													Total							
$2.000	$2.100	$2.200	$2.300	$2.400	$2.500	48	45	30	37	31	22	213	$.630	$47.39	$44.15	$29.48	$35.86	$29.90	$21.10	$207.86
Current Price						Washes Sold							Pool	Wash G.P. $						
Wash1	Wash2	Wash3	Wash4	Wash5	Wash6	Wash1	Wash2	Wash3	Wash4	Wash5	Wash6	Total	Margin	Wash1	Wash2	Wash3	Wash4	Wash5	Wash6	Total
$2.000	$2.100	$2.200	$2.300	$2.400	$2.500	6	5	4	3	2	1	21	$.571	$6.00	$5.00	$4.00	$3.00	$2.00	$1.00	$21.00
$2.000	$2.100	$2.200	$2.300	$2.400	$2.500	18	15	13	11	9	5	71	$.606	$18.00	$15.00	$13.00	$11.00	$9.00	$5.00	$71.00
$2.000	$2.100	$2.200	$2.300	$2.400	$2.500	12	14	5	6	9	8	54	$.615	$11.70	$13.51	$4.78	$5.67	$8.42	$7.40	$51.47
$2.000	$2.100	$2.200	$2.300	$2.400	$2.500	11	9	5	13	6	2	46	$.662	$10.73	$8.69	$4.78	$12.29	$5.61	$1.85	$43.93
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550	1	2	3	4	5	6	21	$.742	$0.96	$1.95	$2.93	$3.90	$4.88	$5.85	$20.46
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
$1.985	$2.110	$2.220	$2.330	$2.440	$2.550															
						48	45	30	37	31	22	213	$.630	$47.39	$44.15	$29.48	$35.86	$29.90	$21.10	$207.86
$1.987	$2.109	$2.217	$2.326	$2.435	$2.544	10	9	6	7	6	4	43	$.629	$9.25	$8.78	$5.85	$7.21	$6.04	$4.28	$41.42