

Mini-Budget Worksheet

Monthly Revenue

Fixed Costs

Fixed costs are ongoing business expenses that remain relatively constant month to month, such as rent, insurance, and staff salaries.

Description:

Description:

Description:

Description:

Total Fixed Costs:

Variable Costs

Variable costs fluctuate based on activity level and usage—these include supplies, marketing, utilities, and equipment repairs.

Description:

Description:

Description:

Description:

Total Variable Costs:

Emergency Reserves

Add Total Fixed and Variable Costs together. Multiply by 6 and 12 to determine your reserve needs for 6 and 12 months of expenses.

6-Month Reserve Target: _____

12-Month Reserve Target: _____

If Revenue Drops by 10%, What Do You Cut or Adjust?

Cash Flow Crisis Scenario

Scenario

Your practice experiences a 3-month dip in revenue due to lower patient volume. Payroll is due, and reserves are running low.

Discussion Questions

1. What's the first thing you would do?

2. How would you protect staff and patients?

3. Would you seek a loan or line of credit? From where?

4. What policy would help avoid this in the future?

Retirement Plan Match Activity

Instructions

Below are fictional DPC practice profiles. For each one, choose the retirement plan that best fits the scenario and explain your reasoning.

Retirement Plan Options

- Solo 401(k)
- SEP IRA
- SIMPLE IRA
- Defined Benefit Plan
- Traditional 401(k) for Small Groups

Profile 1: Dr. Patel

Dr. Patel is a solo physician earning \$200k/year.

Best-Fit Retirement Plan: _____

Why this plan is a good fit:

Profile 2: Drs. Nguyen & Lee

Drs. Nguyen & Lee are two partners in a DPC practice with 5 staff members.

Best-Fit Retirement Plan: _____

Why this plan is a good fit:

Profile 3: Dr. Smith

Dr. Smith is 59 years old, earning \$300k/year, and wants to maximize retirement contributions before retiring in a few years.

Best-Fit Retirement Plan: _____

Why this plan is a good fit:

Profile 4: Dr. Rivera

Dr. Rivera is in their early 30s, recently started a solo DPC practice, and has a part-time spouse helping with administrative work.

Best-Fit Retirement Plan: _____

Why this plan is a good fit:

Financial Action Card

Instructions

Take a moment to reflect on today's workshop. Use this space to commit to one specific financial improvement for your practice or personal planning over the next quarter.

My One Financial Move This Quarter Is:

Who I'll Talk To or What I'll Research:

Why This Matters To Me or My Practice:
