

**TASK****Business Finances Quick Analysis**

**Instruction:** Quick Analysis of business finances against industry standards. Complete the table below with your actuals.

	SHOULD BE	YOUR ACTUAL
Payroll	35 – 40% of gross sales	
Rent & Rates	10 – 20% of gross sales	
Services Cost of Sales	10 – 20%	
Retail Cost of Sales	55%	
Advertising & Marketing	5% of gross sales	