

7030A0SERVICE DEPARTMENT FORECAST WORKSHEET

Forecaster Name_CIngram ___ Date ___1/17/24___

Enter your numbers into the grey boxes below in this table, they will automatically populate in your forecast at the bottom	
Number of service advisors	8
# of working days in Month	25
# of working weeks in Month	4
Effective Labor Rate	\$114
Service Department Gross Profit Year To Date - line 2	\$4,058,905
Service Department Sales Revenue Year to Date - line 1	\$5,703,316
Statement month - ie May = 5 November = 11	12
Profit Goal	\$40,000
Service Department Expense YTD	\$3,616,949

Only enter data in the yellow cells. The password to unlock the white formula cells is nada. If you change the date in these cells your results may not be correct.

Minimum CP ELR Goal	\$144
Input Your Current Door Rate	\$160
Min CP ELR Deficiency per hour	\$29.87
Avg Month Gross	\$338,242
Avg Month Sales	\$475,276
YTD Dept Profit/Loss	\$441,956
Avg Month Dept Profit/Loss	\$36,830
Avg Mo Gross % Sales	71.2%
Avg Month Dept Expense	\$301,412
YTD Cost of Labor	\$1,644,411
Avg Mo Cost of Labor	\$137,034
Avg Hours Sold Per Mo	4,164
Additional Hours Need to Achieve Profit Goal	39

Do not enter anything in this box below. These calculations will appear when you have your data filled in the box above			
Service Department Hours and Sales Revenue Forecast Calculation Details	Example with Class Case Study #'s	Your Monthly Forecast	Your Annual Forecast
Total service department gross YTD	\$1,858,725	\$4,058,905	\$48,706,860
Total service department sales YTD ÷	\$2,693,804	\$5,703,316	\$68,439,792
Service department gross retention % =	69%	71.2%	71.2%
Total service department expense YTD	\$1,579,916	\$3,616,949	\$43,403,388
Statement month ÷	11	12	12
Average-month service department expenses =	\$143,629	\$301,412	\$301,412
Monthly operating profit forecast +	\$38,500	\$40,000	\$480,000
Adjusted coverage required =	\$182,129	\$341,412	\$781,412
Service department gross retention % ÷	69%	71.2%	71.2%
Service department sales needed per month to achieve forecast =	\$263,955	\$479,731	\$1,097,991
Effective labor rate ÷	\$91.87	\$114.13	\$114.13
Total Service Department HOURS			
Hours needed per month to achieve forecast	2873	4203	50440
Hours needed per week to achieve forecast	718	1051	
Hours needed per day to achieve forecast	111	168	
Service Advisor HOURS			
Hours needed by service advisor per month	718	525	6305
Hours needed by service advisor per week	180	131	
Hours needed by service advisor per day	28	21	
Total Service Department SALES REVENUE			
Sales needed per month to achieve forecast	\$263,955	\$479,731	\$5,756,773
Sales needed per week to achieve forecast	\$65,989	\$119,933	
Sales needed per day to achieve forecast	\$10,152	\$19,189	
Service Advisor SALES Revenue			
Sales needed by Service Advisor per Month	\$65,989	\$59,966	\$719,597
Sales needed by Service Advisor per week	\$16,497	\$14,992	
Sales needed by Service Advisor per day	\$2,538	\$2,399	
Total Service Department GROSS PROFIT			
Gross Profit needed per month to achieve forecast	\$182,129	\$341,412	\$4,096,949
Gross Profit needed per week to achieve forecast	\$45,532	\$85,353	
Gross Profit needed per day to achieve forecast	\$7,005	\$13,656	
Service Advisor GROSS PROFIT			
Gross Profit needed by Service Advisor per Month	\$45,532	\$42,677	\$512,119
Gross Profit needed by Service Advisor per week	\$11,383	\$10,669	
Gross Profit needed by Service Advisor per day	\$1,751	\$1,707	