

DEALER PRINCIPAL/ GENERAL MANAGER MONTHLY PLANNING CALENDAR



► **THIS TOOL SERVES TO ORGANISE ALL OF YOUR VARIOUS MONTHLY TASKS BY DEPARTMENT.**

SECTOR

Motor Dealer Services

Vehicle Sales	Tick
Compare results, forecast:	
<ul style="list-style-type: none"> • Variance in unit, gross per unit, gross, expenses. • F&I chargebacks, extended payouts. 	
Review sales, gross production per producer (sales and F&I).	
Review compensation for all department managers. Align incentives with goals.	
Review leases: matured, new, purchases, maturing 60 days. Give 60-day list to used-vehicle manager.	
Review cross-sell reports.	
Wholesale over-aged vehicles.	
Review and update the dealership's advertising plan.	
Physically check new and used-vehicle inventory against inventory records:	
<ul style="list-style-type: none"> • Review new-unit mix by model line - days' supply, in-transit, 90+ days • Review days' supply used units; number, costs of used-vehicles 60+ days; used inventory compared to 60-day used sales • Study source data used-vehicles (retail, wholesale gross per unit). 	

Service	Tick
Compare results, forecast:	
<ul style="list-style-type: none"> • Variance in sales (by labour type), gross, fixed expense. 	
Review labour sales, gross production by service advisor, technician.	
Check effective labour rate, effective labour cost.	
Review pay, incentives per services advisor, technician.	
Check charges to unapplied labour or adjustment to cost of labour sales.	
Review all free service for authorisation, customer satisfaction.	
Review each technician's comebacks.	
Review write-offs of materials and fluids.	
Check labour in progress, sublet account.	
Compare inside, outside reconditioning costs.	
Inspect service equipment for maintenance.	
Check tech work areas.	
Perform a competitive analysis of service specials.	

General	Tick
Review financial results against forecast and operating guidelines.	
Study trend reports YTD and compare to corresponding period last year. Review sales, grosses, expenses, other income and deductions.	
Forecast next month by department.	
Verify staffing adequacy.	
Review productivity (sales, gross, expenses) per employee.	
Review compensation and incentive plans against productivity.	
Distribute staff payslips.	
Check document accountability, voided documents, lost document report.	
Attend one or more used-vehicle auctions.	
Review factory and equipment requirements.	
Review staff access to the DMS.	

Accounting	Tick
Review, verify financial statement, including list of fixed assets acquired during month, finance payouts on units sold.	
<ul style="list-style-type: none"> • Scrutinise phone bills, postage meter usage, other expenses needed. • Review purchases, prepaid expenses. • Check bad debts list, other write-offs and reasons for them. • Identify excess (frozen) assets. • Verify accuracy of personnel count. • Justify all month-to-date expenses. 	
Check bank statement reconciliation, review cheques, endorsements, petty cash vouchers, cash refunds and employee accounts.	
Check payroll analysis by department, including overtime, changed in pay status.	
Review accounts receivable status.	

Parts	Tick
Check results vs. forecast:	
<ul style="list-style-type: none"> • Variance in sales, gross, fixed expense. 	
Review retail/wholesale sales, gross by employee.	
Review parts report, general ledger for unexplained variance.	
Review trends - inventory aging; lost sales; fast-moving parts; parts valued \$100+; true, gross turns.	
Compare returns and unused allowance.	
Check special-order parts for use, returns, dollar level vs. last month.	
Review month's supply, stocking criteria. Challenge list of outside purchases, parts in stock six months with no activity.	
Check available purged parts restored to system.	
Check parts storage.	
Check 25 parts on inventory list vs. Bin count.	
Review incentives for next month.	
Add your monthly reconciliation/general ledger to the parts management report.	

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