

WORKSHEET 1: REQUIRED START-UP FUNDS

Item Required		Amount (\$)
Fixed Assets		
1	-Buildings	\$
2	-Land	\$
3	-Initial Inventory	\$
4	-Equipment	\$
5	-Furniture and Fixtures	\$
6	-Vehicles	\$
7	Total Fixed Assets	\$
Working Capital		
8	-Salaries and Wages	\$
9	-Insurance Premiums	\$
10	-Leasehold Improvements	\$
11	-Rent Deposits	\$
12	-Utility Deposits	\$
13	-Advertising and Promotions	\$
14	-Legal and Accounting Fees	\$
15	-Supplies	\$
16	-Cash On Hand	\$
17	-Other	\$
18	Total Working Capital	\$
19	TOTAL (Line 7 plus Line 18)	\$

WORKSHEET 2: REQUIRED OUTSIDE FINANCING

Item		Amount (\$)
1	Total Required Start-Up Funds from Line 19 of Worksheet 1.	\$
2	Add Building and Land amounts from Line 1 and Line 2 of Worksheet 1.	\$
3	Take 20% (.2) times Line 2 above. This is the usual amount you need to bring to the table for real estate.	\$
4	Enter the amount of cash that you and any other owners will contribute toward the start-up of the business.	\$
5	Add together the amounts of cash found on Line 3 and Line 4 above. This is the total owner's cash contribution.	\$
6	Take Line 1 and subtract Line 5. This is amount of the outside financing you require.	\$

WORKSHEET 3: COST OF THE REQUIRED MONEY

Item		Amount (\$)
1	Amount of outside financing you require taken from Line 6 of Worksheet 2.	\$
2	Annual interest rate (or rate of return.)	%
3	Number of payments per year.	
4	The term of the loan in years.	year(s)
5	Number of total payments. Take Line 3 times Line 4.	
6	Regular Monthly Payment Amount. Use the amortization calculator filling in the information above.	\$
7	Total interest payments for first year. Print an amortization schedule for your financing assumptions using the calculator above and write down the cumulative interest payments for the first year.	\$

WORKSHEET 4: DEPRECIATION

Asset		Amount (\$)	
Fixed Assets			
1	-Buildings (Worksheet 1, Line 1)	\$	
2	-Useful Life (Recommended: 20 yrs)	years	
3	-Annual Depreciation (Line 1 divided by Line 2)		
4	-Equipment (Worksheet 1, Line 4)	\$	
5	-Useful Life (Recommended: 5 yrs)	years	
6	-Annual Depreciation (Line 4 divided by Line 5)		
7	-Furniture and Fixtures (Worksheet 1, Line 5)	\$	
8	-Useful Life (Recommended: 5 yrs)	years	
9	-Annual Depreciation (Line 7 divided by Line 8)		
10	-Vehicles (Worksheet 1, Line 6)	\$	
11	-Useful Life (Recommended: 5 yrs)	years	
12	-Annual Depreciation (Line 10 divided by Line 11)		
13	TOTAL (Lines 3 + 6 + 9 + 12)		\$

WORKSHEET 5: MONTHLY OPERATING BUDGET

Item		Monthly Amount (\$)
Salary and Wages		
1	-Owner's Compensation	\$
2	-Salaries and Wages	\$
3	-Social Security and Medicare	\$
4	-Federal Unemployment Tax	\$
5	-State Unemployment Tax	\$
6	-Worker's Compensation	\$
7	-Employee Benefit programs	\$
8	Total Salary and Wages	\$
Business Operating Expenses		
9	-Adverting	\$
10	-Car and Truck Expenses	\$
11	-Insurance	\$
12	-Legal and Accounting Fess	\$
13	-Office Expenses	\$
14	-Postage and Shipping	\$
15	-Rent on Business Property	\$
16	-Rent on Equipment	\$
17	-Repairs	\$
18	-Supplies	\$
19	-Telephone	\$
20	-Travel	\$
21	-Utilities	\$
22	-Miscellaneous Expenses	\$
23	Total Operating Expenses	\$
24	TOTAL (Line 8 plus Line 23)	\$

WORKSHEET 6: PROJECTED SALES FORECAST

Product/Service Sales Assumptions												
Instructions: Complete this worksheet for each major sales category that you have. For instance, if you are a garden nursery you might break your sales down into Annuals, Perennials, and Landscaping Services. You would therefore complete this worksheet three times for each major revenue driver.												
1	Product / Service Category Name:											
2	Type of Units (# of products, services, hours, dollars)											
3	Average Price Per Unit For Product Category											\$
4	Labor Cost Per Unit											\$
5	Material Cost Per Unit											\$
6	Other Direct Costs Per Unit											\$
7	Total Direct Costs (add lines 4 through 6)											\$
8	Gross Margin (subtract line 7 from line 3)											\$
9	Annual Projected Units											Units
10	Annual Projected Sales in Dollars (line 3 times line 9)											\$
11	Seasonality Factors: In the boxes below, indicate what percent of sales will occur for this product/service for each month below. Make sure all of the months add up to 100% when you are finished. An example has been provided in gray:											
12	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
13	0.035	0.055	0.07	0.075	0.095	0.08	0.08	0.08	0.09	0.1	0.1	0.14
14												
15	Cash Flow Assumptions: What percent of your projected sales will you collect in each of the following periods. Final amounts should total 100%.											
16	0 to 30 days										%	
17	31 to 60 days										%	
18	61 days or more										%	
19	Total										100.00%	

WORKSHEET 7: PROFIT AND LOSS STATEMENT

Account		Annual Amount (\$)
Income		
1	-Product/Service Category 1 (Worksheet 6, Line 10)	\$
2	-Product/Service Category 2 (Worksheet 6, Line 10)	\$
3	-Product/Service Category ... (Worksheet 6, Line 10)	\$
4	Total Income	\$
Cost of Sales		
5	-Product/Service Category 1 (Worksheet 6, Line 7 times Line 9)	\$
6	-Product/Service Category 2 (Worksheet 6, Line 7 times Line 9)	\$
7	-Product/Service Category ... (Worksheet 6, Line 7 times Line 9)	\$
8	Total Cost of Sales	\$
Gross Margin		
9	-Gross Margin (Line 4 minus Line 8)	\$
Fixed Operating Expenses		
10	-Salary and Wages (Worksheet 5, Line 8 times 12)	\$
11	-Business Operating Expenses (Worksheet 5, Line 23 times 12)	\$
12	-Depreciation (Worksheet 4, Line 13)	\$
13	-Loan Interest (Worksheet 3, Line 7)	\$
14	Total Fixed Operating Expenses	\$
15	Net Profit or Loss (line 9 minus line 14)	\$