

Business Financial Worksheet

Describe the current financial status of your company:

Income and Expenses

Estimate the annual expenses for the first year in the following categories:

Advertising expenses:	_____
Auto expenses:	_____
Cleaning and maintenance expenses:	_____
Charitable contributions:	_____
Dues and publications:	_____
Office equipment expenses:	_____
Freight and shipping expenses:	_____
Business insurance expenses:	_____
Business interest expenses:	_____
Legal and accounting expenses:	_____
Business meals and lodging:	_____
Miscellaneous expenses:	_____
Postage expenses:	_____
Office rent/mortgage expenses:	_____
Repair expenses:	_____
Office supplies:	_____
Sales taxes:	_____
Federal unemployment taxes:	_____
State unemployment taxes:	_____
Telephone/internet expenses:	_____
Utility expenses:	_____
Wages and commissions:	_____

Estimate the first year's annual income from the following sources:

Sales income:	_____
Service income:	_____
Miscellaneous income:	_____

Estimate the amount of inventory necessary for the first year:

Estimate the amount of inventory that will be sold during the first year:

Estimate the Cost of Goods Sold for the first year: _____

Using the above information, complete the Estimated Profit and Loss Statement as explained later.

Assets and Liabilities

What forms of credit have already been used by the business?

How much cash is available to the business? _____

What are the sources of the cash? _____

What types of bank accounts are in place for the business and what are the balances?

What types of assets are currently owned by the business?

Current assets:	_____
Inventory:	_____
Cash in bank:	_____
Cash on hand:	_____
Accounts receivable:	_____
Fixed and depreciable:	_____
Autos/trucks:	_____
Buildings:	_____
Equipment:	_____
Amount of depreciation taken on any of above:	_____
Fixed non-depreciable:	_____
Land:	_____
Miscellaneous:	_____
Stocks/bonds:	_____

What types of debts does the business currently have?

Current liabilities: _____
Taxes due: _____
Accounts payable: _____
Short-term loans/notes payable: _____
Payroll accrued: _____
Miscellaneous: _____
Long-term liabilities: _____
Mortgage: _____
Other loans/notes payable: _____

Financial Needs

Based on the estimated profits and losses of the business, how much credit will be necessary for the business?

Initially: _____
First year: _____
Second year: _____
Third year: _____
Fourth year: _____
Fifth year: _____

Estimate the cash flow for the business for the first five years:

First year: _____
Second year: _____
Third year: _____
Fourth year: _____
Fifth year: _____

From what sources are the necessary funds expected to be raised?

Cash on hand: _____
Personal funds: _____
Family: _____
Friends: _____
Conventional bank financing: _____
Finance companies: _____
Equipment manufacturers: _____
Leasing companies: _____
Venture capital: _____
U.S. Small Business Administration: _____
Equity financing (*check with current Securities and Exchange rules on sales of shares*): _____