

December 1, 2010

BUSINESS PLANNING CD

A collection of business assistance files that are located on a CD from Stockton Branch, SCORE Chapter 0417

1. A REVIEW of following PowerPoint presentations is suggested:

- | | | |
|---|---|--|
| Business Plan for Startups.ppt |] | These aid in understanding basic business operations |
| Business Plan for Existing Business.ppt |] | but are not all inclusive. |
| Financing.ppt |] | |
| Marketing.ppt |] | |

Also visit web site www.businessknowhow.com

2. STARTUP PAMPHLETS downloaded from other SCORE sources are provided in .PDF format:

- Starting Your Business.pdf
- Business Basics.pdf
- Marketing – 10 Steps to Find Your Customers.pdf
- Marketing on the Internet.pdf
- Financing Your Business.pdf
- Financial Management.pdf

3. LOCAL STARTUP INFORMATION to setup a business is in following documents:

- | | | |
|--------------------------------|---|--|
| Business Licenses Permits.doc |] | These contain guidelines about each respective subject |
| Business Structure SBA.doc |] | |
| Business Taxes.doc |] | |
| Financing a Business.doc |] | |
| Marketing Tips.doc |] | |
| Business Internet Research.doc |] | |

Go to www.calgold.ca.gov for specific licenses and permits for your business type or profession and your county and city.

4. BUSINESS PLAN WORKBOOKS – useful documents and spreadsheets (workbooks) consist of:

- | | |
|------------------------------------|---|
| 2 Business Plan Checklist.doc | A checklist of key paragraphs for a business plan |
| 3 Income Projection Workbook.xls | Project your sales, income and expenses for 12 months |
| 4 Cash Flow Workbook.xls | Project your cash flow revenue and expenses for 12 months |
| 5 Balance Sheet Workbook.xls | Identify your liabilities, assets and net worth upon Opening and 1st Year |
| 6 Break-Even Analysis Workbook.xls | Helps identify sales volume needed to cover merchandise and expenses |

Cash Flow Workbook.xls This Cash Flow Workbook integrates Cash Flow, Income Projection, Balance Sheet and Break-Even into one workbook. Treat Cash Flow as a budget, then follow through to other worksheets. This interactive workbook is for progressive persons and is not for the fainthearted.

5. BUSINESS MANAGEMENT files also consist of:

- | | |
|--------------------------------|---|
| Loan Lender Workbook.xls | Helps analyze a loan and its monthly principal and interest payments |
| Loan SBA Guaranty Workbook.xls | Aids analysis of cost for SBA guaranty of a lender loan |
| Payroll Workbook 2010.xls | Helps project employee costs. Requires IRS and CA withholding tables |
| Pricing Services.xls | Pricing spreadsheet for blue collar type services |
| Pricing Consult Svc.xls | Pricing spreadsheet for consulting or professional services |
| Pricing Resale.xls | Pricing spreadsheet for reselling products |
| Analyze Business.xls | Spreadsheet & graphics useful for daily and weekly analysis of business sales |
| Analyze Business2.xls | Supplemental data & graphics for periodic management |
| Restaurant Meals.xls | A planner for restaurant menus and meals |

GOOD LUCK WITH YOUR BUSINESS PLAN, your management and your profit !!

Business Planning CD File List

Name	Date modified	Size	Type
PDFPlus.Document (6)			
Business Basics.pdf	10/10/2010 3:24 PM	786 KB	PDFPlus.Document
Financial Management.pdf	10/10/2010 3:26 PM	1,940 KB	PDFPlus.Document
Financing Your Business.pdf	10/10/2010 3:26 PM	253 KB	PDFPlus.Document
Marketing - 10 Steps To Find Customers.pdf	10/10/2010 3:27 PM	3,193 KB	PDFPlus.Document
Marketing on the Internet.pdf	10/10/2010 3:26 PM	431 KB	PDFPlus.Document
Starting Your Business.pdf	10/10/2010 3:23 PM	628 KB	PDFPlus.Document
Microsoft Word Document (13)			
1 Read Me - Business Plan Files.doc	10/13/2010 6:44 AM	53 KB	Microsoft Word D...
2 Business Plan Checklist.doc	10/12/2010 5:25 PM	72 KB	Microsoft Word D...
Basic IRS Tax Forms.doc	9/30/2010 4:38 PM	48 KB	Microsoft Word D...
Business Plan Financial Exhibits.doc	10/19/2010 4:06 PM	25 KB	Microsoft Word D...
Business Internet Research.doc	10/4/2010 6:45 AM	117 KB	Microsoft Word D...
Business Internet Sites.doc	7/24/2003 7:24 AM	130 KB	Microsoft Word D...
Business Licenses and Permits.doc	10/5/2010 3:50 PM	45 KB	Microsoft Word D...
Business Structure SBA.doc	10/5/2010 2:54 PM	44 KB	Microsoft Word D...
Business Taxes.doc	10/5/2010 4:52 PM	45 KB	Microsoft Word D...
Financing a Business.doc	10/23/2010 12:29 ...	203 KB	Microsoft Word D...
Financing For Your Business.doc	2/14/2008 3:40 PM	36 KB	Microsoft Word D...
Grants.doc	12/4/2009 4:43 PM	25 KB	Microsoft Word D...
Marketing Tips.doc	9/30/2010 4:48 PM	145 KB	Microsoft Word D...
Microsoft PowerPoint Presentation (4)			
Business Plan for Existing Business.ppt	5/3/2010 10:42 AM	1,953 KB	Microsoft PowerP...
Business Plan for Startups.ppt	5/3/2010 10:50 AM	1,241 KB	Microsoft PowerP...
Financing.ppt	4/16/2008 11:15 AM	605 KB	Microsoft PowerP...
Marketing.ppt	4/16/2008 11:12 AM	552 KB	Microsoft PowerP...
Microsoft Excel Worksheet (15)			
3 Income Projection Workbook.xls	10/22/2010 4:31 PM	69 KB	Microsoft Excel W...
4 Cash Flow Workbook.xls	10/13/2010 2:39 PM	62 KB	Microsoft Excel W...
5 Balance Sheet Workbook.xls	10/3/2010 10:41 AM	57 KB	Microsoft Excel W...
6 Break-Even Analysis.xls	10/13/2010 2:56 PM	63 KB	Microsoft Excel W...
Analyze Business.xls	7/16/2008 12:26 PM	87 KB	Microsoft Excel W...
Analyze Business2.xls	9/30/2010 4:12 PM	71 KB	Microsoft Excel W...
Cash Flow Workbook.xls	10/13/2010 2:57 PM	356 KB	Microsoft Excel W...
Loan Lender Workbook.xls	9/30/2010 4:33 PM	169 KB	Microsoft Excel W...
Loan SBA Guaranty Workbook.xls	9/30/2010 4:31 PM	155 KB	Microsoft Excel W...
Payroll Workbook 2010.xls	9/29/2010 4:36 PM	89 KB	Microsoft Excel W...
Pricing Consult Svc.xls	1/22/2008 11:53 AM	33 KB	Microsoft Excel W...
Pricing Resale.xls	1/22/2008 11:53 AM	35 KB	Microsoft Excel W...
Pricing Services.xls	1/22/2008 11:57 AM	34 KB	Microsoft Excel W...
Restaurant Menus.xls	10/26/2009 12:38 ...	89 KB	Microsoft Excel W...
Sales Forecast.xls	10/13/2010 2:24 PM	26 KB	Microsoft Excel W...