

# 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*): \_\_\_\_\_