

The following Excel worksheets duplicate the financial data section (pages 5 - 12) in the Business Plan Outline, a document that the Illinois Small Business Development Center at Western Illinois University distributes to its clients.

- ◆Cells with formulas are write-protected and cannot be changed without a password.
- ◆Print ranges are pre-set for each page.
- ◆Please save this file to your hard drive; rename and resave each set of assumptions.



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The ISBDDC is a unit of the
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PART I - START-UP OR EXPANSION COSTS

Whether you start a new business, move to a new location or otherwise expand your business, or purchase an existing business, you will have some "start-up" or one-time expenses. Project the relevant expenses below and transfer the total to Part II - 2. You may need to change categories to fit your specific business. Be prepared to itemize some categories if requested.

1. Capital Acquisitions	
a. Real estate (rent or lease deposits in 4.a. below)	\$0.00
b. Furniture and fixtures	0.00
c. Machinery and equipment plus installation costs (attach itemized list)	0.00
d. Transportation	0.00
2. Starting inventory	\$0.00
3. Decorating and remodeling	\$0.00
4. Deposits	
a. Rent	\$0.00
b. Utilities	0.00
c. Telephone	0.00
d. Other (identify)	0.00
5. Fees	
a. Accounting	\$0.00
b. Legal	0.00
c. Licenses, permits	0.00
d. Other (identify)	0.00
6. Initial promotion costs (signage, pre-opening advertising, grand opening, business cards)	\$0.00
7. Accounts receivable, including credit card charges (____ days' sales)	\$0.00
8. Employee salaries until business opens	\$0.00
9. Other (identify)	
a. Environmental compliance (waste containers, hazardous waste permit etc.)	\$0.00
b.	0.00
c.	0.00
TOTAL (transfer to Part II - 2.)	\$0.00

PART II - MONTHLY PROJECTED CASH FLOW - YEAR 2

(Stated to the nearest dollar; prepare two years' monthly projections)

YEAR		1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month
4. Beginning Cash		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus: Cash Sales		0.00	0.00	0.00	0.00	0.00	0.00
Collection of Accounts Rec.		0.00	0.00	0.00	0.00	0.00	0.00
Loans & Other Cash Income		0.00	0.00	0.00	0.00	0.00	0.00
5. Total Cash Available		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase of Inventory		0.00	0.00	0.00	0.00	0.00	0.00
Salaries/Wages (gross)		0.00	0.00	0.00	0.00	0.00	0.00
Other Employee Expenses		0.00	0.00	0.00	0.00	0.00	0.00
Outside Services/Commissions		0.00	0.00	0.00	0.00	0.00	0.00
Accounting/Legal etc.		0.00	0.00	0.00	0.00	0.00	0.00
Advertising		0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges		0.00	0.00	0.00	0.00	0.00	0.00
Car/Delivery/Travel		0.00	0.00	0.00	0.00	0.00	0.00
Insurances		0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies		0.00	0.00	0.00	0.00	0.00	0.00
Postage/Shipping		0.00	0.00	0.00	0.00	0.00	0.00
Printing/Photocopying		0.00	0.00	0.00	0.00	0.00	0.00
Repairs/Maintenance		0.00	0.00	0.00	0.00	0.00	0.00
Rent/Lease		0.00	0.00	0.00	0.00	0.00	0.00
Taxes/Licenses		0.00	0.00	0.00	0.00	0.00	0.00
Telephone		0.00	0.00	0.00	0.00	0.00	0.00
Utilities		0.00	0.00	0.00	0.00	0.00	0.00
Other (subscriptions/dues/bank chgs)		0.00	0.00	0.00	0.00	0.00	0.00
6. Total Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance (#5 less #6)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Owner's Withdrawal		0.00	0.00	0.00	0.00	0.00	0.00
7. Balance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Fixed Loan Amount		0.00	0.00	0.00	0.00	0.00	0.00
Other Loan Payments		0.00	0.00	0.00	0.00	0.00	0.00
8. Ending Cash **		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTES: Figure in the shaded areas are calculated within the column; they do not automatically carry across the row.

Note: Figures in :

* Place this figure in 4. Beginning Cash for the first month; it will be a negative figure if financing is required.

** The ending cash for one month is the beginning cash for the next month.

PART II - MONTHLY PROJECTED CASH FLOW - YEAR 3 (OPTIONAL)

(Stated to the nearest dollar; prepare two years' monthly projections)

YEAR		1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month
4. Beginning Cash		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus: Cash Sales		0.00	0.00	0.00	0.00	0.00	0.00
Collection of Accounts Rec.		0.00	0.00	0.00	0.00	0.00	0.00
Loans & Other Cash Income		0.00	0.00	0.00	0.00	0.00	0.00
5. Total Cash Available		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase of Inventory		0.00	0.00	0.00	0.00	0.00	0.00
Salaries/Wages (gross)		0.00	0.00	0.00	0.00	0.00	0.00
Other Employee Expenses		0.00	0.00	0.00	0.00	0.00	0.00
Outside Services/Commissions		0.00	0.00	0.00	0.00	0.00	0.00
Accounting/Legal etc.		0.00	0.00	0.00	0.00	0.00	0.00
Advertising		0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges		0.00	0.00	0.00	0.00	0.00	0.00
Car/Delivery/Travel		0.00	0.00	0.00	0.00	0.00	0.00
Insurances		0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies		0.00	0.00	0.00	0.00	0.00	0.00
Postage/Shipping		0.00	0.00	0.00	0.00	0.00	0.00
Printing/Photocopying		0.00	0.00	0.00	0.00	0.00	0.00
Repairs/Maintenance		0.00	0.00	0.00	0.00	0.00	0.00
Rent/Lease		0.00	0.00	0.00	0.00	0.00	0.00
Taxes/Licenses		0.00	0.00	0.00	0.00	0.00	0.00
Telephone		0.00	0.00	0.00	0.00	0.00	0.00
Utilities		0.00	0.00	0.00	0.00	0.00	0.00
Other (subscriptions/dues/bank chgs)		0.00	0.00	0.00	0.00	0.00	0.00
6. Total Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance (#5 less #6)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Owner's Withdrawal		0.00	0.00	0.00	0.00	0.00	0.00
7. Balance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Fixed Loan Amount		0.00	0.00	0.00	0.00	0.00	0.00
Other Loan Payments		0.00	0.00	0.00	0.00	0.00	0.00
8. Ending Cash **		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTES: Figure in the shaded areas are calculated within the column; they do not automatically carry across the row.

Note: Figures in :

* Place this figure in 4. Beginning Cash for the first month; it will be a negative figure if financing is required.

** The ending cash for one month is the beginning cash for the next month.

PART II - MONTHLY PROJECTED CASH FLOW - YEAR 4 (OPTIONAL)

(Stated to the nearest dollar; prepare two years' monthly projections)

YEAR		1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month
4. Beginning Cash		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus: Cash Sales		0.00	0.00	0.00	0.00	0.00	0.00
Collection of Accounts Rec.		0.00	0.00	0.00	0.00	0.00	0.00
Loans & Other Cash Income		0.00	0.00	0.00	0.00	0.00	0.00
5. Total Cash Available		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase of Inventory		0.00	0.00	0.00	0.00	0.00	0.00
Salaries/Wages (gross)		0.00	0.00	0.00	0.00	0.00	0.00
Other Employee Expenses		0.00	0.00	0.00	0.00	0.00	0.00
Outside Services/Commissions		0.00	0.00	0.00	0.00	0.00	0.00
Accounting/Legal etc.		0.00	0.00	0.00	0.00	0.00	0.00
Advertising		0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges		0.00	0.00	0.00	0.00	0.00	0.00
Car/Delivery/Travel		0.00	0.00	0.00	0.00	0.00	0.00
Insurances		0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies		0.00	0.00	0.00	0.00	0.00	0.00
Postage/Shipping		0.00	0.00	0.00	0.00	0.00	0.00
Printing/Photocopying		0.00	0.00	0.00	0.00	0.00	0.00
Repairs/Maintenance		0.00	0.00	0.00	0.00	0.00	0.00
Rent/Lease		0.00	0.00	0.00	0.00	0.00	0.00
Taxes/Licenses		0.00	0.00	0.00	0.00	0.00	0.00
Telephone		0.00	0.00	0.00	0.00	0.00	0.00
Utilities		0.00	0.00	0.00	0.00	0.00	0.00
Other (subscriptions/dues/bank chgs)		0.00	0.00	0.00	0.00	0.00	0.00
6. Total Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance (#5 less #6)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Owner's Withdrawal		0.00	0.00	0.00	0.00	0.00	0.00
7. Balance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Fixed Loan Amount		0.00	0.00	0.00	0.00	0.00	0.00
Other Loan Payments		0.00	0.00	0.00	0.00	0.00	0.00
8. Ending Cash **		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTES: Figure in the shaded areas are calculated within the column; they do not automatically carry across the row.

* Place this figure in 4. Beginning Cash for the first month; it will be a negative figure if financing is required.

** The ending cash for one month is the beginning cash for the next month.

PART III - ESTIMATED PROJECTION AND FORECAST OF FOUR YEARS' EARNINGS

(First and second year figures are taken from previous pages' annual totals of monthly cash flow projections.)

	First Year	Second Year	Third Year	Fourth Year
4. Beginning Cash	\$0.00	\$0.00	\$0.00	\$0.00
Plus: Cash Sales	0.00	0.00	0.00	0.00
Collection of Accounts Rec.	0.00	0.00	0.00	0.00
Loans & Other Cash Income	0.00	0.00	0.00	0.00
5. Total Cash Available	\$0.00	\$0.00	\$0.00	\$0.00
Purchase of Inventory	0.00	0.00	0.00	0.00
Salaries/Wages (gross)	0.00	0.00	0.00	0.00
Other Employee Expenses	0.00	0.00	0.00	0.00
Outside Services/Commissions	0.00	0.00	0.00	0.00
Accounting/Legal etc.	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Car/Delivery/Travel	0.00	0.00	0.00	0.00
Insurances	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Postage/Shipping	0.00	0.00	0.00	0.00
Printing/Photocopying	0.00	0.00	0.00	0.00
Repairs/Maintenance	0.00	0.00	0.00	0.00
Rent/Lease	0.00	0.00	0.00	0.00
Taxes/Licenses	0.00	0.00	0.00	0.00
Telephone	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00
Other (subscriptions/memberships)	0.00	0.00	0.00	0.00
6. Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Balance (#5 less #6)	0.00	0.00	0.00	0.00
Less Owner's Withdrawal	0.00	0.00	0.00	0.00
7. Balance	\$0.00	\$0.00	\$0.00	\$0.00
Less Fixed Loan Amount	0.00	0.00	0.00	0.00
Other Loan Payments	0.00	0.00	0.00	0.00
8. Ending Cash **	\$0.00	\$0.00	\$0.00	\$0.00

BALANCE SHEET
(Company Name)
As of (Month Day, Year)

ASSETS

<u>Current Assets</u>			
Cash on hand and in bank		\$0.00	
Available-for-sale securities - at fair value		0.00	
Accounts receivable	\$0.00		
Less allowance for doubtful accounts	<u>0.00</u>	0.00	
Notes receivable		0.00	
Inventory		0.00	
Supplies on hand		0.00	
Prepaid expenses		<u>0.00</u>	
Total current assets			\$0.00
<u>Long-term investments</u>			
			0.00
<u>Property, plant and equipment</u>			
Land - at cost		0.00	
Buildings - at cost	0.00		
Less accumulated depreciation	<u>0.00</u>	0.00	
Vehicles	<u>0.00</u>		
Less accumulated depreciation	<u>0.00</u>	0.00	
Furniture, fixtures and equipment	<u>0.00</u>		
Less accumulated depreciation	<u>0.00</u>	<u>0.00</u>	
Total property, plant and equipment			0.00
<u>Intangible assets</u>			
Goodwill	0.00		
Less accumulated amortization	<u>0.00</u>	0.00	
Organization costs	<u>0.00</u>		
Less accumulated amortization	<u>0.00</u>	0.00	
Leasehold improvements	<u>0.00</u>		
Less accumulated amortization	<u>0.00</u>	0.00	
Patents, copyrights and trademarks	<u>0.00</u>		
Less accumulated amortization	<u>0.00</u>	0.00	
Franchises and licenses	<u>0.00</u>		
Less accumulated amortization	<u>0.00</u>	<u>0.00</u>	
Total intangible assets			0.00
<u>Other assets</u>			
Deposits - lease, utilities			<u>0.00</u>
TOTAL ASSETS			<u><u>\$0.00</u></u>

LIABILITIES AND OWNERS (STOCKHOLDERS) EQUITY

<u>Current liabilities</u>			
Accounts payable		\$0.00	
Notes payable		0.00	
Loans payable - due within 1 year		0.00	
Accrued interest on notes and loans payable		0.00	
Income taxes payable		0.00	
Property taxes payable		0.00	
Accrued salaries, wages and other payroll liabilities		0.00	
Unearned revenue - customer deposits, gift certificates		<u>0.00</u>	
Total current liabilities			\$0.00
<u>Long-term liabilities</u>			
Loans payable			<u>0.00</u>
Total liabilities			<u>0.00</u>
<u>Owners equity</u>			
Owners capital (or preferred/common stock and additional paid-in capital)		0.00	
Earnings retained in the business		<u>0.00</u>	
Total owners equity			<u>0.00</u>
TOTAL LIABILITIES AND OWNERS EQUITY			<u><u>\$0.00</u></u>

Balance sheet equation: Assets = Liabilities + Owners Equity

SOURCES AND USES OF FUNDS

Potential lenders and investors need to know exactly how much money is required, how much of the business owner's own money is being invested, and if any additional funds from other sources will be invested.

	Owner Equity	+ Bank	+	+	= Total
Rate (%)					
Term (years)					
Land					\$0.00
Building					\$0.00
Machinery Equipment					\$0.00
Inventory					\$0.00
Accounts Receivable					\$0.00
Working Capital (specify)					\$0.00
Other (identify)					\$0.00
					\$0.00
TOTAL	\$-	\$-	\$-	\$-	\$0.00