

Name:

Financial Facts Worksheet Inventory

You will use the Inventory Financial Facts Worksheet to accumulate notes and information as you research the types of production expenses you expect to have in your business. You will want the information you document to be as detailed as possible, so that when you begin inputting your Inventory expense information into the Financial Template, you'll have complete and accurate estimates. Be sure to include the following information:

1. What is the estimated amount of monthly or annual expense? Or if the expense will only be paid once during the year, which month?
2. Do you expect a seasonal variation for the amount of each expense?
3. From what source did you get your information?
4. What is the name of the expected vendor (whom will you write the check to)?

Freight-In & Trucking
Insurance
<p>Payroll Expenses – Include in this box only the payroll related to production of inventory.</p> <p style="margin-left: 20px;">Salaries & Wages</p> <p style="margin-left: 20px;">Payroll Taxes</p> <p style="margin-left: 20px;">Benefits</p>
Rent
Repairs & Maintenance

Rework
Subcontracting
Utilities
Other Production Expenses



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Operating Expenses

You will use this Operating Expenses Financial Facts Worksheet to accumulate notes and information as you research the types of operating expenses you expect to have in your business. Subsequent modules will help you identify which expenses will need to be researched. You will want the information you document to be as detailed as possible, so that when you begin inputting your Operating Expenses information into the Financial Template, you'll have complete and accurate estimates. Be sure to include the following information:

1. What is the estimated amount of monthly or annual expense? Or if the expense will only be paid once during the year, which month?
2. Do you expect a seasonal variation for the amount of each expense?
3. From what source did you get your information?
4. What is the name of the expected vendor (whom will you write the check to)?

Advertising
Bank Charges
Dues & Subscriptions
Insurance
Licenses & Fees
Marketing & Promotion
Meals & Entertainment
Miscellaneous

Office Expense
Office Supplies
Outside Services
Payroll Expenses – Include in this box all payroll expenses for your business, except production. Salaries & Wages Payroll Taxes Benefits
Professional Fees
Property Taxes
Rent
Repairs & Maintenance
Shipping & Delivery
Telephone
Training & Development

Travel
Utilities
Vehicle
Other
Other
Other

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Post Start-Up Fixed Asset Purchases

You will use this Post Start-Up Fixed Asset Purchases Financial Facts Worksheet to accumulate notes and information as you research the fixed assets you expect to purchase. These purchases will take place after you have exited the start-up phase. You will want the information you document to be as detailed as possible, so that when you begin inputting your fixed asset purchases information into the Financial Template, you'll have complete and accurate estimates. Be sure to include the following information:

1. When do you expect the purchase to take place?
2. Why is this purchase necessary?
3. From what source did you get your information?
4. What is the name of the expected vendor (whom will you write the check to)?

Computer Equipment
Equipment & Machinery
Furniture
Vehicles
Leasehold Improvements
Building
Other