

**My Business****General Information**

"X"

Type an "X" if yes:

v

Does your firm have employees?

X

(Proprietors or partners are not considered to be employees)

Does your firm derive any revenues from 'projects'?

X

Is this business a corporation?

Estimated Federal Income Tax (Percentage):

0.0%

Estimated State Income Tax (Percentage):

0.0%

Does your business involve accounts receivable?

What percentage of your sales are billed (not cash)?

0.0%

What is your average collection cycle?

&lt;&lt; 15 days

&lt;&lt; 30 days

&lt;&lt; 60 days

&lt;&lt; 90 days

&lt;&lt; 120 days

&lt;&lt; 180 days

Of your receivable sales, what percentage is never collected?

0.0%

**Cost of Goods & Services:**

Total Service Sales

Total Project Revenue

Total Product Sales

For Specified Period

For Specified Period

For Specified Period

\$524,786.00

\$0.00

\$75,662.51

# Mo

# Mo

# Mo

**Cost of Services Performed**

Cost of Products

&lt; Freight Costs

Used in Services

(if available)

\$17,842.72

\$4,639.11

# Mo

# Mo

**Cost of Products Sold**

Cost of All Products Purchased

&lt; Freight Costs

Royalties

for Resale / Specified Period

(if available)

Paid/Specified Period

\$44,486.53

\$6,040.52

\$0.00

# Mo

# Mo

# Mo

**Cost of Projects**

Cost of Products

&lt; Freight Costs

Used in Projects

(if available)

\$0.00

\$0.00

# Mo

# Mo

**My Business Revenue & Expenses****Revenue:**

Service

For calculation of sales revenues which are not directly tied to individual employee productivity, such as catalogue sales, or self-serve retail outlet sales: either (1) enter your average daily sales figure in the box on the right,

Daily Sales Avg.

\$0.00

(revenue projections will be calculated upon the number of business days you have specified as "O" (open) in the Annual Calendar),  
or (2) enter the average sales figure for each month and your projected increase X.XX% or decrease -X.XX% in sales, if any, for the coming year.

**Product**

**Daily Sales Avg.**

\$0.00
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### Service Sales

January	February	March	April
\$0.00	\$0.00	\$0.00	\$0.00
0.00%	0.00%	0.00%	0.00%

  

May	June	July	August
\$0.00	\$0.00	\$0.00	\$0.00
0.00%	0.00%	0.00%	0.00%

  

September	October	November	December
\$0.00	\$0.00	\$0.00	\$0.00
0.00%	0.00%	0.00%	0.00%

### Product Sales

January	February	March	April
\$0.00	\$0.00	\$0.00	\$0.00
0.00%	0.00%	0.00%	0.00%

  

May	June	July	August
\$0.00	\$0.00	\$0.00	\$0.00
0.00%	0.00%	0.00%	0.00%

  

September	October	November	December
\$0.00	\$0.00	\$0.00	\$0.00
0.00%	0.00%	0.00%	0.00%

### Rent Collected

(As applicable to independent contractors or sublet space)

# of Renters @	\$ per Month	# of Renters @	\$ per Month
0	\$0.00	0	\$0.00

  

# of Renters @	\$ per Month	# of Renters @	\$ per Month
0	\$0.00	0	\$0.00

### The Owners/Partners

(Does not apply to corporations)

v v last name	v v first name v	Billable Time / hr.
1 <b>Entrepreneur</b>	<b>Eunice</b>	0.00

  

Monthly Draw	Service \$/Sale	Product \$/Sale	# Sales/Day	#Days Vac'n
\$4,750.00	\$52.50	\$5.70	10.00	0

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### Specify Workdays

Sunday >	Monday >	Tuesday >	Wednesday >	#Days/Wk
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Thursday >	Friday >	Saturday >		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

### Specify Sales Period (if not daily)

Weekly >	Monthly >	Quarterly >
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

v v last name	v v first name v	Billable Time / hr.

2

Businessman

Monthly Draw

\$4,750.00

Service \$/Sale

\$46.75

Product \$/Sale

\$8.15

# Sales/Day

11.00

#Days Vac'n

0

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Specify Workdays

Sunday >

Monday >

X

Tuesday >

X

Wednesday >

X

#Days/Wk

4

Thursday >

Friday >

X

Saturday >

Specify Sales Period (if not daily)

Weekly >

Monthly >

Quarterly >

3

v v last name

Owner #3

v first name v

3

Billable Time / hr.

0.00

Monthly Draw

\$0.00

Service \$/Sale

\$0.00

Product \$/Sale

\$0.00

# Sales/Day

0.00

#Days Vac'n

0

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Specify Workdays

Sunday >

Monday >

Tuesday >

Wednesday >

#Days/Wk

0

Thursday >

Friday >

Saturday >

Specify Sales Period (if not daily)

Weekly >

Monthly >

Quarterly >

4

v v last name

Owner #4

v first name v

4

Billable Time / hr.

0.00

Monthly Draw

\$0.00

Service \$/Sale

\$0.00

Product \$/Sale

\$0.00

# Sales/Day

0.00

#Days Vac'n

0

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Specify Workdays

Sunday >

Monday >

Tuesday >

Wednesday >

#Days/Wk

0

Thursday >

Friday >

Saturday >

Specify Sales Period (if not daily)

Weekly >

Monthly >

Quarterly >

Enter "F" if paid flat fee

"M" if paid monthly

"S" if semi-monthly

"B" if paid bi-weekly

"W" if paid by week

"H" if by billable hours

Charge Client

per hour for

Billable Time

vv Pay rate/Per'd

Contract

Terminates

Last Name

First Name

##

A

Smith

Sue

##

\$100.00

H

\$50.00

hr

8/31/96

##

B

Jones

Harold

##

200.00

H

100.00

hr

##

Advertising Expenses

Miscellaneous Public Relations

\$0.00

##

v enter name v

Newspaper 1

\$Cost per Run

\$175.00

# of Runs

26

Bulk Mailer #1

\$1,320.00

Promo #1

\$350.00

Newspaper 2	\$90.00	52	Bulk Mailer #2	Promo #2
			\$0.00	\$0.00
Newspaper 3	\$0.00	0		
			Bulk Mailer #3	Promo #3
Newspaper 4	\$0.00	0	\$0.00	\$0.00
v enter name v	\$Cost per Run	# of Runs	Bulk Mailer #4	Promo #4
Radio/TV 1	\$0.00	0	\$0.00	\$0.00
Radio/TV 2	\$0.00	0	Bulk Mailer #5	Promo #5
			\$0.00	\$0.00

Yellow Pages Mos

\$275.00	1
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Miscellaneous

Ongoing Advertising

Ad #1	Mos	Ad #2	Mos	Ad #3	Mos
\$0.00	##	\$0.00	##	\$0.00	##

## Bank Charges

Returned Ck Chg. per Item	Avg# Returned Checks/mo.	A.T.M. Charge per transaction	ATM trans- actions/mo.
\$3.00	1.75	\$2.50	12.00

No.

Credit Card Transactions:

Actual \$ amounts of credit card purchases from bank statements

Mos Service Charge

##	\$15.00
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Leased Equipment

##	\$40.00
----	---------

Stationery (Cks & Dep slips)

##	\$56.00
----	---------

Night Deposit Fee

##	\$20.00
----	---------

## Loan Info

My Reg. Bank	Account #2
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## Loan Planner

Amount Borrowed	>	\$0.00
Interest Rate	>	0.00%
# of Months Financed	>	0
Payment	>	0.00
"X" If you want to include loan figures in expense calc. >		
<input type="checkbox"/>		

Proposed Down Payment	>	\$0.00
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## Insurance

Health Insurance

M  
o  
1

Administration Fee>

\$15.00
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Entrepreneur	Businessman	Owner #3	Owner #4
\$156.50	\$148.50	\$0.00	\$0.00

Err:508	Err:508	Err:508	Err:508	Err:508
## \$119.50	## \$123.00	## \$0.00	## \$0.00	## \$0.00

## Workman's Compensation Insurance

Workman's Comp Categories

1	Outside Sales	2	Retail Clerk	3	Category #3	4	Category #4
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#### Workman's Comp Rates (Per \$100 of Payroll)

1	\$3.21	2	\$2.50	3	\$0.00	4	\$0.00
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#### Workman's Comp Categories

5	Category #5	6	Category #6	7	Category #7	8	Category #8
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#### Workman's Comp Rates (Per \$100 of Payroll)

5	\$0.00	6	\$0.00	7	\$0.00	8	\$0.00
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#### Extended Maintenance (Equipment)

#		#		#	
Contract 1	Mo	Contract 2	Mo	Contract 3	Mo
\$0.00	##	\$0.00	##	\$0.00	##

#### Vehicle/Heavy Equipment Insurance

#		#		#	
Contract 1	Mo	Contract 2	Mo	Contract 3	Mo
\$0.00	##	\$0.00	##	\$0.00	##

#### Property & Liability

Base Rate	Mo	# of Empl	Liability increase per employee	# of Empl	Liability increase per employee
## \$186.00	##	##	## \$37.50	##	## \$0.00
		##	## 21.00	##	## 0.00
		##	## 0.00	##	## 0.00
		##	## 0.00	##	## 0.00

#### Other Insurance

Other 1	Mo	Other 2	Mo	Other 3	Mo
\$0.00	##	\$0.00	##	\$0.00	##

#### Licenses

Business Lic.	Mo	Estabm't Lic	Mo	Other Lic.	Mo
\$268.10	##	\$40.00	##	\$0.00	##

#### Rent or Mortgage

(Monthly)

"X" one: if you pay a percentage of your

or ☐ ... Gross  
☒ \$ over T'hold  
☐ ... Profits

Square feet	\$ per Sq. Foot	Other	
1500	\$2.25	\$0.00	
C.A.M. Chg.	Insurance Chg.		
\$0.00	\$0.00		

Please enter average figure  
for monthly profits upon which  
you base your calculations. >>

%
2.50%
Profits
\$0.00

1st Mortgage	2nd Mortgage	Other	Sales must exceed	Threshold	Mo
\$0.00	\$0.00	\$0.00	this to pay %. >>	\$500,000.00	##

#### Taxes (Do not include sales or income taxes)

Property Tax	Mo	Other Tax	Mo	Other Tax	Mo
\$1,490.76	##	\$0.00	##	\$0.00	##

#### Payroll Tax Info

FICA Wages	Medicare Wages	State Emp.Tr.Tax	State Unemp Ins	State State 1
6.20%	1.45%	0.10%	3.10%	0.00%

<b>FICA Tips</b>	<b>Medicare Tips</b>	<b>Emp.Tr.Tax</b>	<b>Unemp Ins</b>	<b>State 1</b>
6.20%	1.45%	Limit	Limit	Limit
\$7,000	\$7,000	\$0		
		<b>State</b>	<b>State 2</b>	
<b>FICA Limit</b>	<b>Medicare Limit</b>	<b>FUTA</b>	<b>State 2</b>	<b>Limit</b>
\$130,200	\$0	0.80%	0.00%	\$0
		<b>Local</b>	<b>Local 1</b>	
<b>Fed Health Ins</b>	<b>Fed Health Limit</b>	<b>FUTA Limit</b>	<b>Local 1</b>	<b>Limit</b>
0.00%	\$0	\$7,000	0.00%	\$0

## Telephone

<b>Basic Bill</b>	<b>Mo</b>	<b>Hardware</b>	<b>Mo</b>	<b>(optional)</b>	<b>Long Distance</b>	<b>Mo</b>
\$97.50	1	\$58.50	1		\$0.00	#
<b>Pro-Watts</b>	<b>Mo</b>	<b>Wiring Agreemt</b>	<b>Mo</b>		<b>other</b>	<b>Mo</b>
\$0.00	#	\$7.50	1		\$0.00	#

## Utilities (Monthly)

For Extra Precision in Utilities calculations "X" >					
<b>Water</b>	<b>Electric</b>	<b>Gas</b>	<b>Gas \$Therm</b>		
\$0.00	\$0.00	\$0.00	\$0.85	Peak	
<b>\$/100CuFt</b>	<b>Elec \$KWH</b>		\$0.53	Off-Peak	
\$0.25	\$0.14		<b>Gas Therm/day</b>		
<b>Water Gal/day</b>	<b>Elec KWH/day</b>	<b>Garbage</b>	4.8	Peak	
631.13	53.8	\$19.00	2.3	Off-Peak	

## Other Expenses

<b>Accounting</b>	<b>Mo</b>	<b>Bad Debts</b>	<b>Mo</b>	<b>Cont. Education</b>	<b>Mo</b>
\$875.00	3	(non-sales)	#	\$795.00	#
<b>Dues</b>	<b>Mo</b>	<b>Entertainment</b>	<b>Mo</b>	<b>Interest</b>	
\$175.00	#	\$3,545.00	#	(non-loan)	<b>Mo</b>
<b>Legal</b>	<b>Mo</b>	<b>Maintenance</b>	<b>Mo</b>	<b>Office Supplies</b>	<b>Mo</b>
\$850.00	#	\$625.00	1	\$98.58	1
<b>Small Tools</b>	<b>Mo</b>	<b>Subscriptions</b>	<b>Mo</b>	<b>Travel</b>	<b>Mo</b>
\$635.00	#	\$465.30	#	\$1,265.00	#
<b>Other</b>	<b>Mo</b>	<b>Other</b>	<b>Mo</b>	<b>Other</b>	<b>Mo</b>
\$0.00	#	\$0.00	#	\$0.00	#
<b>Other</b>	<b>Mo</b>	<b>Other</b>	<b>Mo</b>	<b>Other</b>	<b>Mo</b>
\$0.00	#	\$0.00	#	\$0.00	#
<b>Other</b>	<b>Mo</b>	<b>Other</b>	<b>Mo</b>	<b>Other</b>	<b>Mo</b>
\$0.00	#	\$0.00	#	\$0.00	#