

Estimated Cash Needed to Start a Business

As you organize and gather information for your business plan, you will also need to determine the estimated cash needed to start your business. Complete the following worksheet and bring to your first appointment:

Type of Expense	COLUMN 1 Estimate of monthly expenses (Based on sales of \$_____ per year)	COLUMN 2 Estimate of cash needed to start (Multiply Column 1 by 6 – the number of months anticipated to be non-profit).
1. Salary of owner/manager		
2. All other salaries & wages		
3. Rent - building		
4. Rent - equipment		
5. Business promotion		
6. Office supplies		
7. Phone/Internet		
8. Other utilities		
9. Insurance		
10. Taxes		
11. Interest expense		
12. Maintenance/repair		
13. Legal & other professional fees		
14. Miscellaneous		
15. SUBTOTAL		

STARTING COSTS YOU PAY ONLY ONCE

COLUMN 2
16. Fixtures & equipment (get quotes from suppliers)
17. Decorating & remodeling (quotes from contractor)
18. Installation of fixtures/equipment (quotes from suppliers)
19. Starting inventory (supplier can help estimate)
20. Deposits with public utilities
21. Legal/accounting fees
22. Licenses & permits (check with state & local govt.)
23. Promotion for opening
24. Cash (working capital) for unexpected expenses and reserve for loan principal payment.
25. Other (make separate list and enter total) →
27. TOTAL ESTIMATED CASH NEEDED TO START (Add Column 2)