

# Startup Expenses

Enter your Company Name here

## Sources of Capital

### Owners' Investment (name & % ownership)

Your name & % ownership	\$	-
Other Investor		-
Other Investor		-
Other Investor		-
<b>Total Investment</b>	<b>\$</b>	<b>-</b>

### Bank Loans

Bank 1	\$	-
Bank 2		-
Bank 3		-
Bank 4		-
<b>Total Bank Loans</b>	<b>\$</b>	<b>-</b>

### Other Loans

Source 1	\$	-
Source 2		-
<b>Total Other Loans</b>	<b>\$</b>	<b>-</b>

## Startup Expenses

### Buildings / Real Estate

Purchase	\$	-
Construction		-
Remodeling		-
Other		-
<b>Total Buildings and R / E</b>	<b>\$</b>	<b>-</b>

### Leasehold Improvements

Item 1	\$	-
Item 2		-
Item 3		-
Item 4		-
<b>Total L / H Improvements</b>	<b>\$</b>	<b>-</b>

### Capital Equipment List

Furniture	\$	-
Equipment		-
Fixtures		-
Machinery		-
Other		-
<b>Total Capital Equipment</b>	<b>\$</b>	<b>-</b>

### Location and Admin Expenses

Rental	\$	-
Utility Deposits		-
Legal and Accounting Fees		-
Prepaid Insurance		-

### Notes on Preparation

**Note:** You may want to print this information to use as reference later. After following these instructions, click the border of this text box and then press the key.

Nearly everyone who has ever started a business has underestimated and then faced the danger of running with inadequate capital reserves. One way to avoiding this pitfall is to adopt a rigorous approach to your research and planning.

Our Startup Expenses spreadsheet will lead you through the process.

**EXPENSES** - Begin by estimating expenses. What will it cost you to start and run your business up and running? The key to accuracy here is attention to detail. For each category of expense, draw up a list of everything you will need. This will include both tangible assets (e.g., equipment, inventory) and intangible assets (e.g., remodeling, insurance). Then determine where you might purchase goods or services. Research more than one vendor; i.e.: comparison shopping. Do not look at price alone; terms of payment, delivery, reliability, and service are also important.

**CONTINGENCIES** - Add a reserve for contingencies. Be sure to explain in your narrative how you decided on the amount you are putting into this reserve.

**WORKING CAPITAL** - You cannot open with an empty bank account. You need a cash cushion to meet expenses while the business gets going. Later in the plan, you will do a 12 month Cash Flow projection. This is where you will put out your estimate of working capital needs. For now, either leave this blank or put in your best rough guess. After you have done your Cash Flow projection, come back and enter the carefully researched figure.

**SOURCES** - Now that you have estimated how much capital will be needed to start, you should turn your attention to the top part of this spreadsheet. Enter the amounts you will put in yourself, how much will be injected by partners or investors, and how much will be supplied by borrowing.

**COLLATERAL** - If you will be using this plan to support a bank loan application, then use the section on the bottom of page 2 to show what assets are available as collateral to secure the loan, and give your estimate of the value of the collateral. Be prepared to offer some proof of your estimates of collateral value.

Pre-opening Salaries	-
Other	-
<b>Total Location and Admin Expenses</b>	<b>\$ -</b>

**Opening Inventory**

Category 1	\$ -
Category 2	-
Category 3	-
Category 4	-
Category 5	-
<b>Total Inventory</b>	<b>\$ -</b>

**Advertising and Promotional Expenses**

Advertising	\$ -
Signage	-
Printing	-
Travel & Entertainment	-
Other / Additional categories	-
<b>Total Adv and Promo expenses</b>	<b>\$ -</b>

**Other Expenses**

Other Expense 1	\$ -
Other Expense 2	-
<b>Total Other Expenses</b>	<b>\$ -</b>

<b><u>Reserve for Contingencies</u></b>	<b>\$ -</b>
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<b><u>Working Capital</u></b>	<b>\$ -</b>
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**Summary Statement**

**Sources of Capital**

Owners' and Other Investments	\$	-
Bank Loans		-
Other Loans		-
<b>Total Source of Funds</b>	<b>\$</b>	<b>-</b>

**Startup Expenses**

Bldgs / Real Estate	\$	-
Leasehold Improvements		-
Capital Equipment		-
Location / Admin Expenses		-
Opening Inventory		-
Advertising / Promo Expenses		-
Other Expenses		-
Contingency Fund		-
Working Capital		-
<b>Total Startup Expenses</b>	<b>\$</b>	<b>-</b>

**Security and Collateral for Loan Proposal**

<b>Collateral for Loans</b>	<b>Value</b>	<b>Description</b>
Real Estate	\$ 120,000	Residence at 1305 Queen Anne Ave, Seattle, WA
Other Collateral	-	
Other Collateral	-	
Other Collateral	-	

**Owners**

Your name here  
Other owner  
Other owner

**Loan Guarantors (other than owners)**

Loan Guarantor 1  
Loan Guarantor 2  
Loan Guarantor 3

on to use as reference later. To delete  
text box and then press the DELETE

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you are putting into this reserve.  
with an empty bank account. You need  
the business gets going. Later in this  
jection. This is where you will work  
. For now, either leave this line blank  
have done your Cash Flow, you can  
ned figure.

how much capital will be needed to  
top part of this spreadsheet. Enter the  
n will be injected by partners or  
y borrowing.

in to support a bank loan request,  
e 2 to show what assets are offered as  
estimate of the value of these items.  
timates of collateral values.



