

DEVELOPING A BUSINESS PLAN

1. INTRODUCTION AND BACKGROUNDS

II. OBJECTIVES AS A BUSINESS- WHY SELF EMPLOYED AS BUSINESS OWNER?

- A. VARIOUS MOTIVES
- B. SELF-EVALUATION
- C. CHOOSING THE RIGHT BUSINESS

III. WHAT IS A BUSINESS PLAN?

IV. WHY WRITE A BUSINESS PLAN?

V. HOW TO WRITE A BUSINESS PLAN

A. IDENTIFY YOUR BUSINESS TYPE

B. PROBLEM STATEMENT

C. BUSINESS DESCRIPTION

D. 3 TYPES OF BUSINESS PLANS

E. CONTENTS OF BUSINESS PLAN

F. EXECUTIVE SUMMARY

G. THE COMPANY

H. THE MARKET

I. THE PRODUCT/SERVICE

J. SALES & PROMOTION

K. FINANCES

VI. WHERE IS THE MONEY FOR MY BUSINESS?

- A. BANKS-“WHAT DOES MY BANKER WANT?”

VII. CHOICE OF BUSINESS ENTITY

- A. SOLE PROPRIETOR
- B. GENERAL PARTNERSHIP
- C. LIMITED PARTNERSHIP
- D. C CORPORATION
- E. SUBCHAPTERS CORPORATION
- F. LIMITED LIABILITY COMPANY

VIII. QUESTIONS/DISCUSSIONS

Quickbooks for Business Workshop Outline

Includes free manual.

- Familiarize students with software menus
- Set up “lists” which is the basis for the overall company setup of the program
- Setup “preferences”
- Discuss “cash vs. accrual” basis accounting
- Enter sample data to go through all the normal accounting functions with the software
- Setup payroll for Washington State and enter payroll sample data, HR considerations
- Look at 1099 and sales tax setup and reporting
- Look at reports available within the software and how to customize it
- Setup a company from start to finish using tool within Quickbooks
- Time for questions and answers