

Startup Expenses Worksheet

Use the below to think through initial startup costs and consider sources of revenue. Building a strong financial foundation and clear understanding of your cash flow is one part of setting yourself up for success.

STARTUP EXPENSES		COMPANY NAME, LTD
<p>A NOTE BEFORE USING THIS WORKSHEET Nearly everyone who has ever started a business has underestimated costs and then faced the danger of running with inadequate capital reserves. The key to avoiding this pitfall is to adopt a rigorous approach to your research and planning. Our Startup Expenses template will guide you through the process.</p> <p>BEGIN BY ESTIMATING EXPENSES What will it cost you to get 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 to purchase. This will include both tangible assets (for example, equipment, inventory) and services (for example, remodeling, insurance). Then determine where you might purchase these goods or services. Research more than one vendor; i.e.: comparison shop. Do not look at price alone; terms of payment, delivery, reliability, and service are also important.</p>		
STARTUP EXPENSES		
BUILDINGS/REAL ESTATE		AMOUNT
Purchase		\$0.00
Construction		\$0.00
Remodeling		\$0.00
Other		\$0.00
Total		\$0.00
LEASEHOLD IMPROVEMENTS		AMOUNT
Item 1		\$0.00
Item 2		\$0.00
Item 3		\$0.00
Item 4		\$0.00

Total		\$0.00
CAPITAL EQUIPMENT LIST		AMOUNT
Furniture		\$0.00
Equipment		\$0.00
Fixtures		\$0.00
Machinery		\$0.00
Other		\$0.00
Total		\$0.00
LOCATION AND ADMIN EXPENSES		AMOUNT
Rental		\$0.00
Utility deposits		\$0.00
Legal and accounting fees		\$0.00
Prepaid insurance		\$0.00
Pre-opening salaries		\$0.00
Other		\$0.00
Total		\$0.00
OPENING INVENTORY		AMOUNT
Category 1		\$0.00
Category 2		\$0.00
Category 3		\$0.00
Category 4		\$0.00
Category 5		\$0.00
Total		\$0.00
ADVERTISING AND PROMOTIONAL EXPENSES		AMOUNT
Advertising		\$0.00

Signage		\$0.00
Printing		\$0.00
Travel/entertainment		\$0.00
Other/additional categories		\$0.00
Total		\$0.00
OTHER EXPENSES		AMOUNT
Other expense 1		\$0.00
Other expense 2		\$0.00
Total		\$0.00
Reserve for Contingencies		\$0.00
Working Capital		\$0.00
<p>ADD A RESERVE FOR CONTINGENCIES Be sure to explain in your narrative how you decided on the amount you are putting into this reserve.</p> <p>DETERMINE YOUR CASH FLOW You cannot open with an empty bank account. You need a cash cushion to meet expenses while the business gets going. Eventually you should do a 12-month cash flow projection. This is where you will work out your estimate of working capital needs. For now, either leave this line blank or put in your best rough guess. After you have completed your cash flow, you can come back and enter the carefully researched amount.</p> <p>ENTER YOUR SOURCES OF CAPITAL Now that you have estimated how much capital will be needed to start, you should turn your attention to the top part of this worksheet. 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.</p>		
SOURCES OF CAPITAL		
OWNERS' INVESTMENT (NAME & OWNERSHIP %)		AMOUNT
Your name and percent ownership		\$0.00

Other investor		\$0.00
Other investor		\$0.00
Other investor		\$0.00
Total		\$0.00
BANK LOANS		AMOUNT
Bank 1		\$0.00
Bank 2		\$0.00
Bank 3		\$0.00
Bank 4		\$0.00
Total		\$0.00
OTHER LOANS		AMOUNT
Source 1		\$0.00
Source 2		\$0.00
Total		\$0.00
<p>PROVIDE PROOF OF COLLATERAL If you will be using this plan to support a bank loan request, use the section near the bottom to show what assets are offered as collateral to secure the loan and estimate of the value of these items. Be prepared to offer some proof of your estimates of collateral values.</p>		
SUMMARY STATEMENT		
SOURCE OF CAPITAL		TOTALS
Owners' and other investments		\$0.00
Bank loans		\$0.00
Other loans		\$0.00
Total		\$0.00
STARTUP EXPENSES		TOTALS
Buildings/real estate		\$0.00
Leasehold improvements		\$0.00

Capital equipment		\$0.00
Location/administration expenses		\$0.00
Opening inventory		\$0.00
Advertising/promotional expenses		\$0.00
Other expenses		\$0.00
Contingency fund		\$0.00
Working capital		\$0.00
Total		\$0.00
SECURITY AND COLLATERAL FOR LOAN PROPOSAL		
COLLATERAL FOR LOANS	DESCRIPTION	VALUE
Real estate		\$0.00
Other collateral		\$0.00
Other collateral		\$0.00
Other collateral		\$0.00
Total		\$0.00
OWNERS		
Your name here		
Other owner		
Other owner		
LOAN GUARANTORS (OTHER THAN OWNERS)		
Loan guarantor 1		
Loan guarantor 2		
Loan guarantor 3		