

Capital Needs Worksheet

The following two tables can help you to calculate your initial cash requirements for your business. They list the things you need to consider when determining your start up costs and include both the one-time initial costs needed to open your doors and the on-going costs (that working capital will need to cover) you'll face each month for the first 90 days.

Start-up Capital Requirements **One-time Start-up Expenses**

Start-up Expenses	Amount	Description
Advertising		Promotion for opening the business
Starting inventory		Amount of inventory required to open
Building construction		Amount per contractor bid and other
Cash		Amount needed for the cash register
Decorating		Estimate based on bid if appropriate
Deposits		Check with utility companies
Fixtures and equipment		Use actual bids
Insurance		Bid from insurance agent
Lease payments		Fee to be paid before opening
Licenses and permits		Check with city or state offices
Miscellaneous		All other
Professional Fees		Include CPA, attorney, etc.
Remodeling		Use contractor bids
Rent		Fee to be paid before opening
Services		Cleaning, accounting, etc.
Signs		Use contractor bids
Supplies		Office, cleaning, etc. supplies
Unanticipated expenses		Include an amount for the unexpected
Other		
Other		
Other		
Total Start up Costs		Amount of costs before opening

Start-up Capital Requirements
Repeating Monthly Expenses*
(To determine Working Capital)

Expenses	Amount	Description
Advertising		
Bank Service Fees		
Credit Card Charges		
Delivery Fees		
Dues and subscriptions		
Health insurance		Exclude amount on preceding page
Insurance		Exclude amount on preceding page
Interest		
Inventory		See **, below
Lease payments		Exclude amount on preceding page
Loan payments		Principal and interest payments
Office expenses		
Payroll other than owner		
Payroll taxes		
Professional Fees		
Rent		Excluding amount on preceding page
Repairs and maintenance		
Sales tax		
Supplies		
Telephone		
Utilities		
Your salary		If applicable for first three months
Other		
Total Repeating Costs		
Total Start-up Costs		Amount from preceding page
Total Cash Needed		

* Include the first three months' cash needs unless otherwise noted.

** Include amount required for inventory expansion. If inventory is to be replaced from cash sales, do not include here. Assume sales will generate enough cash for replacements.

Compiled by: Polk County UW-Cooperative Extension