

# Startup expenses

Enter your company name here

## SOURCES OF CAPITAL

### Owners' investment (name and percentage ownership)

Your name and percentage ownership	£	-
Other investor		-
Other investor		-
Other investor		-
<b>Total investment</b>	£	-

### Bank loans

Bank 1	£	-
Bank 2		-
Bank 3		-
Bank 4		-
<b>Total bank loans</b>	£	-

### Other loans

Source 1	£	-
Source 2		-
<b>Total other loans</b>	£	-

## STARTUP EXPENSES

### Buildings/property

Purchase	£	-
Construction		-
Refitting		-
Other		-
<b>Total buildings/property</b>	£	-

### Leasehold improvements

Item 1	£	-
Item 2		-
Item 3		-
Item 4		-
<b>Total leasehold improvements</b>	£	-

### Capital equipment list

Furniture	£	-
Equipment		-
Fixtures		-
Machinery		-
Other		-
<b>Total capital equipment</b>	£	-

### Notes on preparation

You may want to print this information to use as a reference later. To delete these instructions, click the border of this text box and then press DELETE key.

Nearly everyone who has ever started a business has underestimated the costs and then faced the danger of operating with inadequate capital reserves. The key to avoiding this pitfall is to adopt a rigorous approach to your research and planning. Our Startup expenses worksheet will lead you through the process.

**EXPENSES** – 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 (e.g. equipment, stock) and services (e.g. refitting, insurance). Then determine where you might purchase these goods or services. Contact more than one supplier; in other words, shop around. 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 start business 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 cashflow projection. This is where you will work out your estimate of working capital needs. For now, either leave this line blank or insert your best estimate. After you have done your cashflow forecast, you can come back and enter these figures.

**SOURCES** – Now that you have estimated how much capital will be needed to start your business, you should turn your attention to the top part of this worksheet. Enter the amounts you will invest 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 request for a bank loan, use the section near the bottom to show what assets you can offer as collateral to secure the loan, and give your estimate of the value of these items. Be prepared to offer some proof of your estimates of collateral values.

**Location and administration expenses**

Rental	£	-
Utilities opening payments		-
Legal and accounting fees		-
Prepaid insurance		-
Pre-opening salaries		-
Other		-
<b>Total location and administration expenses</b>	<b>£</b>	<b>-</b>

**Opening stock**

Category 1	£	-
Category 2		-
Category 3		-
Category 4		-
Category 5		-
<b>Total stock</b>	<b>£</b>	<b>-</b>

**Advertising and promotional expenses**

Advertising	£	-
Signage		-
Printing		-
Travel/entertainment		-
Other/additional categories		-
<b>Total advertising/promotional expenses</b>	<b>£</b>	<b>-</b>

**Other expenses**

Other expense 1	£	-
Other expense 2		-
<b>Total other expenses</b>	<b>£</b>	<b>-</b>

<b>Reserve for contingencies</b>	<b>£</b>	<b>-</b>
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<b>Working capital</b>	<b>£</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>	£	-

**Startup expenses**

Buildings/property	£	-
Leasehold improvements		-
Capital equipment		-
Location/administration expenses		-
Opening stock		-
Advertising/promotional expenses		-
Other expenses		-
Contingency fund		-
Working capital		-
<b>Total startup expenses</b>	£	-

**SECURITY AND COLLATERAL FOR LOAN PROPOSAL**

**Collateral for loans**

**Value**

**Description**

Property		£420 000
Other collateral		-
Other collateral		-
Other collateral		-

Residence at London Road, Basingstoke

**Owners**

Your name here  
 Other owner  
 Other owner

**Loan guarantors (other than owners)**

Loan guarantor 1  
 Loan guarantor 2  
 Loan guarantor 3