

Henry4Biz.org

Tips for Starting/Owning a Small Business

Start-up Expenses Checklist

Sponsored By:



Henry County
Development Authority
140 Henry Parkway
McDonough, Georgia 30253
770-288-8000
www.hcda.org



Henry County
Chamber of Commerce
1709 Highway 20 West
McDonough, Georgia 30253
770-957-5786
www.henrycounty.com

- ◇ Advertising
- ◇ Wages/payroll expenses
- ◇ Bank fees/service charges
- ◇ Permits
- ◇ Building
- ◇ Personal contributions
- ◇ Equipment
- ◇ Professional fees (legal, accounting)
- ◇ Furniture & fixtures
- ◇ Repairs & maintenance
- ◇ Insurance
- ◇ Rent
- ◇ Installation fees
- ◇ Security deposits
- ◇ Inventory
- ◇ Signage
- ◇ Land
- ◇ Telephone
- ◇ Travel
- ◇ Lease payments
- ◇ Training
- ◇ Licenses & fees
- ◇ Vehicle
- ◇ Office supplies

Other questions:

1. *How much money is needed to get your business started?*
2. *How many customers will you have per month and how much will each buy per month?*
3. *How much does it cost to make the product or provide the service?*
4. *What are your operating costs (including your own salary)?*
5. *How much money will your business earn each month by selling your product or service?*
6. *How much investment will you need to keep the business going until you make a profit?*
7. *Potential profits Years 1, 2 & 3?*

After gathering this information, you may want to seek the assistance of an accountant or contact the Clayton State University Small Business Development Center (to develop your projections) at 678-466-5100.