

Simple Start-up[®]

BUSINESS TRAINING

Instructional Manual

Business Startup Course Instructional Manual

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Purpose

This guide is designed to provide business startups a training course with an instructional manual that provide references to federal government assistance programs and other supporting agencies that offer information regarding the management, sales and basic tax obligations for business.

What every business should know

Many people do not realize they already have what they need to start a business. http://www.huffingtonpost.com/nelson-kimron-corion/5-things-entrepreneurs-do_b_5009928.html

To start off successfully, it is necessary to be in an industry that will allow for growth. <http://www.inc.com/magazine/201404/darren-dahl/the-best-industries-for-starting-a-business.html>

If legal or other expert assistance is required, the services of a competent professional should be sought.

Many people starting businesses are looking to mentors to help them navigate through the beginning stages. http://www.nzherald.co.nz/business/news/article.cfm?c_id=3&objectid=1121256

Getting savvy business advice can be critical to success. http://www.nzherald.co.nz/business/news/article.cfm?c_id=3&objectid=1121256

Today's small businesses require competency, willpower and effort. With this information and action on your part, you too can benefit from contracting with government loans and programs.

Essential tips

There are some essential tips that anyone wanting to start a business should be equipped with before jumping in. <http://realbusiness.co.uk/article/26065-10-things-every-great-entrepreneur-should-know>

Starting a business comes with its own set of unique challenges, but with the right resources can lead to great success. However, having the right references and guidance when starting a business can be the difference between success and failure.

Study Unit Course Topics

Unit 1 Marketplace Knowledge

Unit 9 Employee Hiring

Unit 16 Need Guidance

Unit 25 Government Contracting

Unit 33 Non-Profits

Study Unit Selection Guide

Unit 1. Marketplace Knowledge

2. Kind of business
3. Business construction
4. Financial data
5. Management
6. Payments
7. Business strategy
8. Business advertising

Unit 9. Employee Hiring

10. Tax recordkeeping
11. Employment recordkeeping
12. Business startup costs
13. Business site
14. Employee programs
15. Assistance centers

Unit 16. Need Guidance

17. Business taxes
18. Need business financing
19. Grants
20. Women's business centers
21. Women's business resources
22. Business regulations
23. Licenses and permits
24. Staff handbook

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26. Government surplus
27. Contracting resources
28. Business outreach centers
29. Job descriptions
30. Industry classification
31. Using technology
32. Business funding

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Course Test Preparation

UNIT 1 MARKETPLACE KNOWLEDGE

Before you can begin completing specific online business steps, making inquiries can also supply you with valuable insight. Analyzing data can help you be aware of which products and services are in need and how to be ready for action. To run a profitable company, you need to understand your trade, understand you competitors and understand your business.

Being a new business owner, you will need a complete awareness of your marketplace and existing financial surroundings to plan for business development and success.

2. KIND OF BUSINESS

Online business: an online business can be a profitable way to sell, market and advertise your services. Home-based business: more than half of all the U.S. businesses are based out of the owner's home. Green business: with the natural and environmental merchandise on store shelves today, green business is big business. Franchise business: a business owner will license trademarks and methods to independent entrepreneurs.

3. BUSINESS CONSTRUCTION

Sole proprietorship: you can continue operating as a sole proprietor as long as you are the only owner of the business. Partnerships: when two or more people are going to own and operate a business. Limited liability companies: every state allows a limited liability corporation (LLC) to be formed by just one person. You have a choice of forming a corporation or an LLC.

Corporations report profits on Form 1120 and pay corporate tax on that income. S corporations do not pay taxes, but file an informational tax return revealing each shareholder's portion of the corporate income.

4. FINANCIAL DATA

Financial data is associated with your company's achievement for the last three to five years or the length of time you have been in business. All businesses, whether they are startups or growing, will be required to supply future financial data. Creditors will want to see where you visualize your company within the next five years. Data include the company's income statements, balance sheets and cash flow statements.

5. MANAGEMENT

Protects your investment by minimizing financial risk insurance associated with unexpected events such as the death of a partner, a wounded employee, a lawsuit or a natural disaster. It is standard practice to purchase enough insurance to cover your assets. Some states may require insurance of exact business activities such as workers' compensation insurance, unemployment insurance and state disability insurance.

6. PAYMENTS

With an online payment service, your business can receive payment from virtually any customer with an email account. Online payment services are also user-friendly and can simplify the payment process by storing customer card information or invoicing customers later. Online payment services require a virtual shopping cart. Shopping carts allow businesses to accept orders on multiple products from their website. A shopping cart can calculate the total, tax, cost of an order, collect customer account information and shipping information.

When a customer decides to make a purchase on your business' website, they simply click the button that will redirect them to the service website. The customers will complete a one-time, free registration to receive an account number.

7. BUSINESS STRATEGY

A good strategy is to focus on the target markets where you can serve the best promotion strategies. Focus on advertising and good salesmanship; these are essential for small businesses because of their limited advertising budgets. When it comes to maximizing total revenue, the right price is crucial, higher prices mean lower volume. However, small businesses can often command higher prices because of their personalized service.

8. BUSINESS ADVERTISING

Advertising can inform customers about your product, enhance your reputation, attract new customers and replace lost ones. Promote your business to customers, investors and others. Email advertising is one of the most effective ways to keep in touch with customers. It is cost effective and, if done properly, can help build brand awareness and loyalty. Email advertising is quite a bargain in terms of price and time when compared to direct mail.

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HIRING EMPLOYEES

UNIT 9. EMPLOYEE HIRING

The EIN is necessary for reporting taxes and other documents to the IRS. In addition, the EIN is necessary when reporting information about your employees to state agencies. You must keep records at least four years. Good recordkeeping can also help you monitor the progress of your business. Prepare financial statements. Identify sources of receipts. Keep track of deductible expenses. Prepare your tax returns. Support items reported on tax returns.

Employers must send copy A of W-2 forms to the Social Security Administration by the last day of February to report wages and taxes of employees for the previous calendar year. In addition, employers should send copies of W-2 forms to their employees by January 31 of the year following the reporting period.

10. TAX RECORDKEEPING

Each state has its own tax laws. Having knowledge of your state tax requirement can help you avoid problems and your business save money. The most common types of tax requirements for small businesses are income taxes and employment taxes.

For instance, if your business is a LLC, the LLC gets taxed separately from the owners, while sole proprietors report their personal and business income taxes using the same form. Your books must show your gross income as well as your deductions and credits.

11. EMPLOYMENT RECORDKEEPING

Keep all records of employment for at least four years. Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. These should be available for IRS review. Records should include your employer identification number, amounts and dates of all wages, annuity and pension payments, amounts of tips reported, names, addresses, Social Security numbers and occupations of employees.

12. BUSINESS STARTUP COSTS

Since every business is different and has its own specific cash needs at different stages of development, there is no universal method for estimating your startup

costs. To determine how much money you need to start, you must estimate the costs of doing business for the first months. Some of these expenses will be one-time costs. Some will be ongoing costs, such as the cost of rent, utilities, administrative costs and insurance costs.

Other costs are associated with the direct sale of a product or service. The most effective way to calculate your startup costs is to use a worksheet that lists both one-time and ongoing costs.

13. BUSINESS SITE

The site is perhaps the most important decision a small business owner or startup will make, it requires precise planning, research, demographics, scoping the competition and staying on budget. Consider hiring a local land use attorney to help you through the process and ensure you are compliant.

14. EMPLOYEE PROGRAMS

These programs can help boost morale through engagement and reward, stimulate productivity and encourage group participation in your business success. The following are just a few of many incentive programs. Your small business can offer employees flexible time. This is one of the biggest incentives. Work-at-home business owners enjoy the hours that work for them. Events: business success depends on your employees and the support of their relatives. Perks: incentives for project completion are a great way to build a team and stimulate your employees to support your business objectives.

15. ASSISTANCE CENTERS

It may be an easier step than you think. Advances in technology can make international marketing possible for many small businesses. Depending on the goods or services, centers offer export solutions.

If you're ready to discover the opportunities and challenges of exporting, U.S. export assistance centers provide the help you need. These centers are located in major metropolitan areas throughout the United States.

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NEED GUIDANCE

UNIT 16. NEED GUIDANCE

Every business owner needs guidance during the startup and running of their business. SBA's Office of Entrepreneurial Development helps businesses start, grow and compete in global markets by providing quality training, counseling and access to resources.

This support is delivered through a variety of programs including small business development centers, women's business ownership and entrepreneurship education.

17. BUSINESS TAXES

Forms are needed for reporting and paying business taxes. You should consult the instructions for each form necessary to file a complete tax return. Other forms may be appropriate for your specific type of business income from self-employment, interest, dividends, alimony, rent, gains from the sale of assets, and prizes and awards.

18. NEED BUSINESS FINANCING

Eligibility loans are available if your small business is in a position to expand existing export markets or develop new export markets. These loans are also available if your small business has been adversely affected by import competition and can demonstrate that the loan proceeds will improve your competitive position. The borrower may use loan proceeds to purchase, construct, renovate, modernize, improve or expand equipment to be used.

19. GRANTS

The SBA makes grants to non-profit and educational organizations in many of its counseling and training programs. Some business grants are available through state and local programs, non-profit organizations and other groups. Some states provide grants for expanding childcare centers, creating energy efficient technology and developing marketing campaigns for tourism.

These grants are not necessarily free money, and usually require the recipient to match funds or combine the grant with other forms of financing such as a loan.

The amount of the grant money available varies with each business and each grantor.

20. WOMEN'S BUSINESS CENTERS

Members are trained to counsel entrepreneurs and business owners. Score is a nonprofit association. Members are counselors, advisors and mentors, to entrepreneurs and business owners. These services are offered at no fee as a community service. Development centers provide technical assistance to small businesses and entrepreneurs. The program remains one of the nation's largest small business assistance programs in the federal government.

Women's business centers represent a national network of educational centers designed to assist women in starting and growing small businesses.

21. WOMEN'S BUSINESS RESOURCES

Women's business ownership organizations make resources available to women entrepreneurs, whether you are a woman interested in starting a business, applying for a business loan, finding government contracting opportunities or improving an existing business.

The council's mission is to promote bold initiatives, policies and programs designed to support women's business enterprises at all stages of public and private development from start-up to success.

22. BUSINESS REGULATIONS

Expanding your business into the federal marketplace can be lucrative and provide numerous networking and growth opportunities. Winning a federal contract also means complying with laws and regulations unique to those doing business with the government. The purpose of procurement acquisition regulations is to ensure purchasing procedures are standard and consistent, and conducted in a fair and impartial manner.

23. LICENSES AND PERMITS

If your company is involved in activities supervised and regulated by a federal agency (e.g., selling alcohol, firearms, commercial fishing) you may perhaps need to acquire a federal license or permit.

24. STAFF HANDBOOK

A well-written handbook sets forth your expectations for your employees and describes what they can expect from your company.

A civil rights guide can help you put an employee handbook in writing.

Anti-discrimination policies as a business owner, you must act in accordance with the equal employment opportunity laws prohibiting discrimination and harassment.

Non-disclosure agreements Although not legally required, having employees sign non-disclosure agreements in addition to conflict of interest statements helps to protect you when buying and selling secrets and company proprietary information.

Compensation gives details to your employees that your company will make required deductions for federal and state taxes, as well as voluntary deductions for the company's benefits programs.

Work schedules describe your company's policies concerning work hours and schedules, attendance, punctuality and reporting absences, along with guidelines for flexible schedules and telecommuting.

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CONTRACTING WITH THE GOVERNMENT

UNIT 25. GOVERNMENT CONTRACTING

The participation by small business, including disadvantaged and women-owned businesses, can be achieved through supports such as financing, training, counseling, communication and procurement. Working with the federal government can provide many opportunities to small businesses.

26. GOVERNMENT SURPLUS

Supplies may be purchased for your new or growing business from government surplus at or below cost or fair market value including computers, automobiles, used medical equipment, to pretty much everything your business might need.

27. CONTRACTING RESOURCES

Small businesses represent their company to potential buyers. To prepare your business for federal contracting opportunities, it is important for you to understand these resources.

System for Award Management If you are ready to bid on federal contracts, it's essential to submit your business profile to the database that federal agencies use to locate contractors and to determine which agencies have contracts with whom, what agencies buy and which contractors have contracts.

28. BUSINESS OUTREACH CENTERS

Provide capitalist expansion services, such as business preparation, counseling and mentoring, and referrals for qualified veterans owning or considering starting a small business. The SBA has 16 organizations participating in this cooperative agreement and serving as veterans business outreach centers.

29. JOB DESCRIPTIONS

Human resources and recruits will be grateful for their roles and what they need to do to be held accountable. Job descriptions also help invite the right job contender. Give details. The most important areas of an employee's job summarize expectations, job training and career advancement.

30. INDUSTRY CLASSIFICATION

The industry classifies small business establishments for the purpose of collecting, and analyzing information. To qualify, you must be a for-profit business and meet

the small business size standard for the NAICS code that the contracting officer assigns to the company.

31. USING TECHNOLOGY

As a business owner, it is vital that you understand and use advanced technologies to expand operations. Accounting software is important even if you have your own accountant or bookkeeper.

Planning software or tools A calendar system is a must.

Time tracking software will help determine what tasks can be eliminated, outsourced or improved.

Email management as a business owner, you probably use several email accounts to manage the various aspects of your company. Access to the Internet on your mobile device will not only make your life easier, it will also help you maintain a positive reputation for your business. Follow up with a client by email immediately.

32. BUSINESS FUNDING

After you have developed a cash flow, you may decide you need additional funding. Before you approach a lender for a loan, you will need to understand the factors the bank will use to evaluate your application.

Equity financing is equity capital money raised by a company in exchange for a share of ownership in the business. Limited equity financing often comes from investors such as friends, relatives, employees, customers or business colleagues.

Venture capitalists are institutional risk takers and may be groups of rich individuals, government-assisted sources or major financial institutions.

Debt financing means borrowing money that must be repaid over a period of time, usually with interest.

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NON-POFIT ORGANIZATION

UNIT 33. NON-PROFITS

Starting any kind of business, you will need a clear objective, a creative, available idea and an attractive business plan to present to your contributors.

Writing your business plan, A non-profit is another version of a startup business; you will need a solid business plan. Incorporate your non-profit – Becoming a non-profit corporation requires some paperwork; the benefits of non-profit tax-exempt status outweigh the complications.

Incorporation for non-profits is related to creating a regular corporation except that you must take the extra steps of applying for tax-exempt status with the IRS and their state tax division.

34. CONTRACTOR REGISTRATION

Federal, state and local governments offer businesses the opportunity to sell billions of dollars' worth of products and services. Once you have classified your company based on the established size standards, you are ready to begin registering to do business with the government. Obtain a D-U-N-S number. This is a unique nine-digit identification number for each physical location of your business.

35. CONTRACT RESPONSIBILITIES

This is a significant responsibility because if you cannot carry out the terms of the contract, the government will not get the product or service it needs and you may find yourself in financial difficulty as well. Once you read and understand the terms, you will be familiar with them when they appear in your next contract.

The contract is the identity of the office that will administer it. In most federal agencies, usually this same office awarded the contract. The contract is assigned to a special administering office. If you have any questions about the contract, contact the office of administration. Do not proceed and find out much later that you are not in compliance.

Commercial contracts are different in some very important ways. They contain or make reference to many general contract provisions unique to the government.

These provisions implement various statutory or regulatory requirements applicable solely to federal contracts.

The government may terminate your contract if you cannot make delivery within the time specified in the contract, if you endanger the performance of the contract or if you can't perform any provisions of the contract.

If your contract is terminated for default, you are entitled only to payment at the contract's price for items accepted by the government.

If the government still needs the items that you failed to deliver, it has the right to purchase the same items elsewhere and, if they cost more, charge the excess costs to you. This can be a very expensive matter.

36. LOAN PROGRAMS

The SBA Express gives small business borrowers an accelerated turnaround time. Response to an application will be given within 36 hours. The maximum loan amount is \$350,000. The maximum SBA security percentage is 50%. The rates can be fixed or variable and are tied to the prime rate.

Seasonal line of credit

This program supports the buildup of labor and materials above normal usage for seasonal inventory. The business must have been in business for a period of 12 months and must be able to show that it has a clear-cut seasonal pattern.

Builders line program provides financing for small contractors or developers to construct or restore residential or commercial property that will be sold to a third party that is not known at the time renovation begins.

Loan maturity is generally three years, but can be extended up to five years, if necessary, to make possible the sale of property. Profits are used solely for direct expenses of residential or commercial buildings. Land purchase can be included if it does not exceed 20% of the loan proceeds. Up to 5% of the proceeds can be used for community improvements that benefit the overall property. Payout is generally based on the size of a borrower's accounts receivable and/or inventory. Repayment comes from the collection of accounts receivable or sale of inventory.

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Course Test

1. MARKETPLACE KNOWLEDGE

Before you can begin completing specific online business steps, making inquiries can also supply you with valuable insight. Analyzing data can help you be aware of which products and services are in need and how to be ready for action. To run a profitable company, you need to understand your trade, understand your competitors and understand your business.

Being a new business owner, you will need a complete awareness of your marketplace and existing financial surroundings to plan for business development and success.

Which of the items below are true about knowledge of your marketplace?

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | You need to understand your trade. |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | You need to understand your competitors. |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | You need to analyze online businesses. |

2. KIND OF BUSINESS

Online business: an online business can be a profitable way to sell, market, and advertise your services. Home-based business: more than half of all the U.S. businesses are based out of an owner's home. Green business: with the natural and environmental merchandise on store shelves today, green business is big business. Franchise business: one business owner will license trademarks and methods to independent entrepreneurs.

Which of the items below are true about business types?

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | online businesses |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | home-based businesses |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | green businesses |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | franchise business |

3. BUSINESS CONSTRUCTION

You can continue operating as a sole proprietor as long as you are the only owner of the business. Partnerships are when two or more people are going to own and operate a business. Limited liability companies report profits on Form 1120 and pay corporate tax on that income. S corporations do not pay taxes, but file an informational tax return revealing what each shareholder's portion of the corporate income is.

Which of the items below are true about business construction?

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | sole proprietorship |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | partnerships |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | limited liability companies |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | corporations |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | S corporations |

4. FINANCIAL DATA

Financial information is associated with your company's achievement for the last three to five years or the length of time you have been in business.

All businesses, whether they are a startup or growing, will be required to supply future financial data. Most of the time, creditors will want to see where you imagine your company within the next five years. The financial data include the company's income statements, balance sheets and cash flow statements.

Which of the items below are true about financing request?

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | company's income statements |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | balance sheets |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | cash flow statements |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | corporations |

5. MANAGEMENT

Protect your investment by minimizing financial risks using insurance associated with unexpected events such as the death of a partner, a wounded employee, a lawsuit or a natural disaster. It is standard practice to purchase enough insurance to cover your assets. Some states may require insurance of exact business activities, workers' compensation insurance, unemployment insurance and state disability insurance.

Which of the items below are true about finance and accounting management?

- | | T | F | |
|----|--------------------------|--------------------------|---------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Workers' compensation insurance |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | unemployment insurance |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | state disability insurance |

6. PAYMENTS

With an online payment service, your business can receive payment from virtually any customer with an email account. Online payment services are also user-friendly and can simplify the payment process by storing customer card information or invoice customers later. Online payment services require a virtual shopping cart. Shopping carts allow businesses to accept orders on multiple products from their website. A shopping cart can calculate the total, tax, cost of an order and collect customer account and shipping information.

When a customer decides to make a purchase on your business's website, they simply click the button that will redirect them to the service website. The customers will complete a one-time, free registration to receive an account number.

Which of the items below are true about online payments?

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | the total tax |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | costs of an order |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | collecting customer account |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | shipping information |

7. BUSINESS STRATEGY

A good strategy focuses on the target markets it can serve the best. Promotion strategies focus on advertising and good salesmanship. These are essential for small businesses because of their limited advertising budgets. When it comes to maximizing total revenue, the right price is crucial. Higher prices mean lower volume. However, small businesses can often command higher prices because of their personalized service.

Which of the items below are true about marketing strategy?

- | | T | F | |
|----|--------------------------|--------------------------|------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | target markets |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | advertising |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | salesmanship |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | price is crucial |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | keep in touch with customers |

8. BUSINESS ADVERTISING

Advertising can inform customers about your product, enhance your reputation, attract new customers, replace lost ones and promote your business to customers, investors and others. Email advertising is one of the most effective ways to keep in touch with customers. It is cost effective and, if done properly, can help build brand awareness and loyalty. Email advertising is quite a bargain in terms of price and time when compared to direct mail.

Which of the items below are true about advertising?

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | informs customers about your product |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Enhance your reputation |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | attract new customers |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | keep in touch with customers |

9. EMPLOYEE HIRING

The EIN is necessary for reporting taxes and other documents to the IRS. In addition, the EIN is necessary when reporting information about your employees to state agencies. You must keep records at least four years. Good recordkeeping can also help you monitor the progress of your business. Prepare financial statements. Identify sources of receipts. Keep track of deductible expenses. Prepare your tax returns. Support items reported on tax returns.

Employers must send copy A of W-2 forms to the Social Security Administration by the last day of February to report wages and taxes of your employees for the previous calendar year. In addition, employers should send copies of W-2 forms to their employees by January 31 of the year following the reporting period.

Which of the items below are true about hiring employees?

- | | T | F | |
|----|--------------------------|--------------------------|---------------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | prepare financial statements |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | identify sources of receipts |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | keep track of deductible expenses |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | prepare your tax returns |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | support items reported on tax returns |

10. TAX RECORDKEEPING

Each state has its own tax laws. Having knowledge of your state tax requirements can help you avoid problems and your business save money. The most common types of tax requirements for small business are income taxes and employment taxes.

Which of the items below are true about tax recordkeeping?

- | | T | F | |
|----|--------------------------|--------------------------|------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | income taxes |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | employment taxes |

11. EMPLOYMENT RECORDKEEPING

Keep all records of employment for at least four years. Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. These should be available for IRS review. Records should include your employer identification number, amounts and dates of all wages, annuity and pension payments, amounts of tips reported, names, addresses, Social Security numbers and occupations of employees.

Which of the items below are true about employment tax recordkeeping?

- | | T | F | |
|----|--------------------------|--------------------------|---|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | your employer identification number |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | amounts and dates of all wages |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | annuity and pension payments |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | amounts of tips reported |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | names, addresses, Social Security numbers |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | occupations of employees |

12. BUSINESS STARTUP COSTS

Since every business is different and has its own specific cash needs at different stages of development, there is no universal method for estimating your startup costs. To determine how much money you need to start, you must estimate the costs of doing business for the first months. Some of these expenses will be one-time costs. Some will be ongoing costs, such as the cost of rent, utilities, administrative costs and insurance costs.

Other costs are associated with the direct sale of a product or service. The most effective way to calculate your startup costs is to use a worksheet that lists both one-time and ongoing costs.

Which of the items below are true about estimating startup costs?

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | rent |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | utilities |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | administrative costs |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | insurance costs |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | occupations of employees |

13. BUSINESS SITE

A site is perhaps the most important decision a small business owner or startup will make. It requires, precise planning, research, demographics, scoping the competition and staying on budget. Consider hiring a local land use attorney to help you through the process and ensure you are compliant.

Which of the items below are true about business location?

- | | T | F | |
|----|--------------------------|--------------------------|-------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | precise planning |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | research |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | demographics |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | scoping the competition |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | staying on budget |

14. EMPLOYEE PROGRAMS

These programs can help boost morale through engagement and reward, stimulate productivity and encourage group participation in your business success. The following are just a few of many incentive programs your small business can offer employees. Flexible time is one of the biggest incentives. Work-at-home business owners enjoy the hours that work for them. Events: business success depends on your employees and the support of their relatives. Perks are incentives for project completion is a great way to build a team and stimulate your employees to support your business objectives.

Which of the items below are true about incentive programs?

- | | T | F | |
|----|--------------------------|--------------------------|-------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | flexible time |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | events |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | perks |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | staying on budget |

15. ASSISTANCE CENTERS

Exporting may be an easier step than you think. Advances in technology can make international marketing possible for many small businesses. Depending on the goods or services, centers offer export solutions.

If you're ready to discover the opportunities and challenges of exporting, U.S. export assistance centers provide the help you need. These centers are located in major metropolitan areas throughout the United States.

Which of the items below are true about U.S. export assistance centers?

- | | T | F | |
|----|--------------------------|-------------------------------------|---------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | export solutions |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | export assistance |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | access to resources |

16. NEED GUIDANCE

Every business owner needs guidance during the startup and running of their business. SBA's Office of Entrepreneurial Development helps businesses start, grow and compete in global markets by providing quality training, counseling and access to resources.

This support is delivered through a variety of programs including small business development centers, women's business ownership and entrepreneurship education.

Which of the items below are true about need guidance?

- | | T | F | |
|----|--------------------------|-------------------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | entrepreneurial development |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | providing quality training |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | counseling |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | access to resources |
| e. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | prizes and awards |

17. BUSINESS TAXES

Forms are needed for reporting and paying business taxes. You should consult the instructions for each form necessary to file a complete tax return. Other forms may be appropriate for your specific type of business income from self-employment, interest, dividends, alimony, rent, gains from the sale of assets, and prizes and awards.

Which of the items below are true about filing and paying business taxes?

- | | T | F | |
|----|--------------------------|--------------------------|-------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | income from self-employment |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | interest |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | dividends |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | alimony and rent |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | gains from the sale of assets |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | prizes and awards |

18. NEED BUSINESS FINANCING

Eligibility loans are available if your small business is in a position to expand existing export markets or develop new export markets. These loans are also available if your small business has been adversely affected by import competition and can demonstrate that the loan proceeds will improve your competitive position. The borrower may use loan proceeds to purchase, construct, renovate, modernize, improve or expand equipment to be used.

Which of the items below are true about international trade loan program?

- | | T | F | |
|----|--------------------------|--------------------------|------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | purchase |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | construct |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | renovate |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | modernize |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | improve |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | expand equipment |

19. GRANTS

The SBA makes grants to non-profit and educational organizations in many of its counseling and training programs. Some business grants are available through state and local programs, non-profit organizations and other groups. Some states provide grants for expanding childcare centers, creating energy efficient technology and developing marketing campaigns for tourism.

These grants are not necessarily free money, and usually require the recipient to match funds or combine the grant with other forms of financing such as a loan. The amount of the grant money available varies with each business and each grantor.

Which of the items below are true about grants?

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | expanding childcare centers |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | creating energy efficient technology |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | developing marketing campaigns for tourism |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | advisors and mentors |

20. WOMEN'S BUSINESS CENTERS

Members are trained to counsel entrepreneurs and business owners.

Score is a nonprofit association. Members are counselors, advisors and mentors, to entrepreneurs and business owners. These services are offered at no fee as a community service. Development centers provide technical assistance to small businesses and entrepreneurs. The program remains one of the nation's largest small business assistance programs in the federal government.

Women's business centers represent a national network of educational centers designed to assist women to start and grow small businesses.

Which of the items below are true about women's business centers?

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | members are counselors |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | advisors and mentors |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | centers provide technical assistance |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | in starting a business |

21. WOMEN'S BUSINESS RESOURCES

Women's business ownership organizations make resources available to women entrepreneurs, whether you are a woman interested in starting a business, applying for a business loan, finding government contracting opportunities or improving an existing business.

The council's mission is to promote bold initiatives, policies and programs designed to support women's business enterprises at all stages of public and private development from start-up to success.

Which of the items below are true about women's business resources?

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | in starting a business |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | applying for a business loan |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | finding government contracting opportunities |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | improving an existing business |

22. BUSINESS REGULATIONS

Expanding your business into the federal marketplace can be lucrative, and provide numerous networking and growth opportunities. Winning a federal contract also means complying with laws and regulations unique to those doing business with the government. Procurement acquisition regulations are to ensure purchasing procedures are standard and consistent, and conducted in a fair and impartial manner.

Which of the items below are true about federal acquisition regulations?

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | complying with laws and regulations |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | ensure purchasing procedures are standard and consistent |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | conducted in a fair and impartial manner |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | selling alcohol |

23. LICENSES AND PERMITS

If your company is involved in activities supervised and regulated by a federal agency (e.g., selling alcohol, firearms, commercial fishing) you may perhaps need to acquire a federal license or permit.

Which of the items below are true about licenses and permits?

- | | T | F | |
|----|--------------------------|--------------------------|--------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | selling alcohol |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | firearms |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | commercial fishing |

24. STAFF HANDBOOK

A well-written handbook sets forth your expectations for your employees and describes what they can expect from your company. A civil rights guide can help you put an employee handbook in writing. Anti-discrimination policies are necessary. As a business owner, you must act in accordance with the equal employment opportunity laws prohibiting discrimination and harassment.

Non-disclosure agreements are not legally required. Having employees sign a non-disclosure agreement in addition to conflict of interest statements helps to protect you when buying and selling secrets and the company's proprietary information. Compensation gives details to your employees that your company will make required deductions for federal and state taxes, as well as voluntary deductions for the company's benefit program.

Work schedules describe your company's policies concerning work hours, schedules, attendance, punctuality and reporting absences, along with guidelines for flexible schedules and telecommuting.

Which of the items below are true about employee handbook?

- | | T | F | |
|----|--------------------------|--------------------------|------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | civil rights |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | anti-discrimination policies |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | non-disclosure agreements |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | compensation |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | work schedules |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | standards of conduct |

25. GOVERNMENT CONTRACTING

Participation by small business including disadvantaged and women-owned businesses can be achieved through supports such as financing, training, counseling, communication and procurement. Working with the federal government can provide many opportunities to small businesses.

Which of the items below are true about contracting with the government?

- | | T | F | |
|----|--------------------------|--------------------------|---------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | financing |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | training |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | counseling |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | communication |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | procurement |

26. GOVERNMENT SURPLUS

Supplies for your new or growing business are sold by the government at or below cost or fair market value from computers, to automobiles, to used medical equipment and pretty much everything your business might need.

Which of the items below are true about buying government surplus?

- | | T | F | |
|----|--------------------------|--------------------------|------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | computers |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | automobiles |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | used medical equipment |

27. CONTRACTING RESOURCES

Small businesses represent their company to potential buyers. To prepare your business for federal contracting opportunities, it is important for you to understand these resources. If you are ready to bid on federal contracts, it's essential to submit your business profile to the System for Award Management database that federal agencies use to locate contractors. It includes information on which agencies have contracts, with whom, what agencies buy and which contractors have contracts.

Which of the items below are true about contracting resources for small businesses?

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Which agencies have contracts and with whom? |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | What do agencies buy? |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Which contractors have contracts? |

28. BUSINESS OUTREACH CENTERS

These centers provide capitalist expansion services, such as business preparation, counseling and mentoring, and referrals for qualified veterans owning or considering starting a small business. The SBA has 16 organizations participating in this cooperative agreement and serving as veterans' business outreach centers.

Which of the items below are true about veterans' business outreach centers?

- | | T | F | |
|----|--------------------------|--------------------------|-------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | capitalist expansion services |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | business preparation |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | counseling and mentoring |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | referrals |

29. JOB DESCRIPTIONS

Human resources and recruits will be grateful for their roles and what they need to do to be held accountable. Job descriptions also help invite the right job contender. Give details of the most important areas of an employee's job. Summarize expectations, job training and career advancement.

Which of the items below are true about writing effective job descriptions?

- | | T | F | |
|----|--------------------------|--------------------------|------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | summarize expectations |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | job training |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | career advancement |

30. INDUSTRY CLASSIFICATION

The industry classifies small business establishments for the purpose of collecting, and analyzing data. To qualify, you must be a for-profit business and meet the small business size standard for the NAICS code that the contracting officer assigns to the procurement.

Which of the items below are true about NAICS codes?

- | | T | F | |
|----|--------------------------|--------------------------|---------------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | collecting |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | analyzing |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | for-profit business |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | meet the small business size standard |

31. USING TECHNOLOGY

As a business owner, it is vital that you understand and use advanced technologies to expand operations. Accounting software is important even if you have your own accountant or bookkeeper. Regarding, planning software or tools, a calendar system is a must. Time tracking software will help determine what tasks can be eliminated, outsourced or improved. Concerning email management, as a business owner, you probably use several email accounts to manage the various aspects of your company. Accessing the Internet on your mobile device will not only make your life easier, it will also help you maintain a positive reputation for your business. Follow up with a client by email immediately.

Which of the items below are true about using technology to stay competitive?

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | accounting software |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | planning software or tools |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | time tracking software |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | email management |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | access to the Internet on your mobile device |

32. BUSINESS FUNDING

After you have developed a cash flow, you may decide you need additional funding. Before you approach a lender for a loan, you will need to understand the factors the bank will use to evaluate your application. Equity financing is equity capital money raised by a company in exchange for a share of ownership in the business. Limited equity financing often comes from investors such as friends, relatives, employees, customers or business colleagues. Venture capitalists are institutional risk takers and may be groups of rich individuals, government-assisted sources or major financial institutions. Debt financing means borrowing money that must be repaid over a period of time, usually with interest.

Which of the items below are true about borrowing money for your business?

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | equity financing |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | limited equity financing |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | venture capitalist |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | debt financing |

33. NON-PROFITS

Starting any kind of business, you will need a clear objective, a creative, available idea and an attractive business plan to present to your contributors.

When writing your business plan, a non-profit is another version of a startup business that will need a solid business plan. If you want to incorporate your non-profit, becoming a non-profit corporation requires some paperwork; the benefits of non-profit tax-exempt status outweigh the complications.

Incorporation for a non-profit is related to creating a regular corporation except that you must take the extra steps of applying for tax-exempt status with the IRS and their state tax division.

Which of the items below are true about non-profit organization?

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | write your business plan |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | incorporate your non-profit |

34. CONTRACTOR REGISTRATION

Federal, state and local governments offer businesses the opportunity to sell billions of dollars' worth of products and services. Once you have classified your company based on the established size standards, you are ready to begin registering to do business with the government. Obtain a D-U-N-S number

This is a unique nine-digit identification number for each physical location of your business.

Which of the items below are true about register for government contracting?

- | | T | F | |
|----|--------------------------|--------------------------|-------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | obtain a D-U-N-S number |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | register your business |

35. CONTRACT RESPONSIBILITIES

It's a significant responsibility because, if you cannot carry out the terms of the contract, the government will not get the product or service it needs and you may find yourself in financial difficulty as well. Once you read and understand the terms, you will be familiar with them when they appear in your next contract.

The contract is the identity of the office that will administer it. In most federal agencies, usually this same office awarded the contract. The contract is assigned to a special administering office. If you have any questions about the contract, contact the office of administration. Do not proceed and find out much later that you are not in compliance.

Commercial contracts are different in some very important ways. They contain or make reference to many general contract provisions unique to the government. These provisions implement various statutory or regulatory requirements applicable solely to federal contracts.

The government may terminate your contract if you cannot make delivery within the time specified in the contract, you endanger the performance of the contract or you can't perform any provisions of the contract.

If your contract is terminated for default, you are entitled only to payment at the contract's price for items accepted by the government.

If the government still needs the items that you failed to deliver, it has the right to purchase the same items elsewhere and, if they cost more, charge the excess costs to you. This can be a very expensive matter.

Which of the items below are true about contract responsibilities?

- | | T | F | |
|----|--------------------------|--------------------------|---|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | the contract is the identity of the office |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | can't make delivery within the time specified in the contract |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | you endanger the performance of the contract |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | you can't perform any provisions of the contract |

36. LOAN PROGRAMS

The SBA Express gives small business borrowers an accelerated turnaround time. Response to an application will be given within 36 hours. The maximum loan amount is \$350,000. The maximum SBA security percentage is 50%. The rates can be fixed or variable and are tied to the prime rate.

A working capital line of credit program provides short-term working capital. This is a revolving line of credit businesses generally use these lines of credit to provide to their customers or have inventory as their major asset.

A seasonal line of credit program supports the buildup of labor or materials above normal usage for seasonal inventory. The business must have been in business for a period of 12 months and must be able to show that it has a clear-cut seasonal pattern. A builder's line program provides financing for small contractors or developers to construct or restore residential or commercial property that will be sold to a third party that is not known at the time renovation begins.

Loan maturity is generally three years, but can be extended up to five years, if necessary, to make possible the sale of property. Profits are used solely for direct expenses of residential or commercial buildings. Land purchase can be included if it does not exceed 20% of the loan proceeds, up to 5% of the proceeds can be used for community improvements that benefit the overall property. Payout is generally based on the size of a borrower's accounts receivable and/or inventory. Repayment comes from the collection of accounts receivable or sale of inventory.

Which of the items below are true about the express loan program?

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | provides short-term working capital |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | supports the buildup of labor |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | provides financing for small contractors |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | developers |

3

Course Test Answer Sheet

Unit

1. MARKETPLACE KNOWLEDGE

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | understand your trade |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | your competitors |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | online businesses |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | your business |

2. KIND OF BUSINESS

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | online businesses |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | home-based businesses |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | green businesses |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | franchise businesses |

3. BUSINESS CONSTRUCTION

- | | | | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | T | F | |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | sole proprietorship |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | partnerships |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | limited liability companies |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | corporations |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | S corporations |

4. FINANCIAL DATA

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | company's income statements |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | balance sheets |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | cash flow statements |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | corporations |

5. MANAGEMENT

- | | T | F | |
|----|--------------------------|--------------------------|---------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Workers' Compensation insurance |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | unemployment insurance |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | state disability insurance |

6. PAYMENTS

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | the total tax |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | costs of an order |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | collecting customer account |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | shipping information |

7. BUSINESS STRATEGY

- | | T | F | |
|----|--------------------------|--------------------------|------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | target markets |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | advertising |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | salesmanship |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | price |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | keep in touch with customers |

8. BUSINESS ADVERTISING

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | informs customers about your product |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Enhance your reputation |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | attract new customers |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | keep in touch with customers |

9. HIRING EMPLOYEES

- | | T | F | |
|----|--------------------------|--------------------------|---------------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Prepare financial statements |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Identify sources of receipts |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Keep track of deductible expenses |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | Prepare your tax returns |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | Support items reported on tax returns |

10. TAX RECORDKEEPING

- | | T | F | |
|----|--------------------------|--------------------------|------------------|
| c. | <input type="checkbox"/> | <input type="checkbox"/> | income taxes |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | employment taxes |

11. EMPLOYMENT RECORDKEEPING

- | | T | F | |
|----|--------------------------|--------------------------|---|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | your employer identification number |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | amounts and dates of all wages |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | annuity and pension payments |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | amounts of tips reported |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | names, addresses, social security numbers |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | occupations of employees |

12. BUSINESS STARTUP COSTS

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | rent |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | utilities |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | administrative costs |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | insurance costs |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | occupations of employees |

13. BUSINESS SITE

- | | T | F | |
|----|--------------------------|--------------------------|-------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | precise planning |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | research |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | demographics |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | scoping the competition |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | staying on budget |

14. EMPLOYEE PROGRAMS

- | | T | F | |
|----|--------------------------|--------------------------|-------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | flexible time |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | events |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | perks |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | staying on budget |

15. ASSISTANCE CENTERS

- | | T | F | |
|----|--------------------------|--------------------------|---------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | export solutions |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | export assistance |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | access to resources |

16. NEED GUIDANCE

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | entrepreneurial development |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | providing quality training |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | counseling |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | access to resources |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | prizes and awards |

17. BUSINESS TAXES

- | | T | F | |
|----|--------------------------|--------------------------|-------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | income from self-employment |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Interest |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | dividends |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | alimony and rent |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | gains from the sale of assets |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | prizes and awards |

18. NEED BUSINESS FINANCING

- | | T | F | |
|----|--------------------------|--------------------------|------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | purchase |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | construct |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | renovate |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | modernize |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | improve |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | expand equipment |

19. GRANTS

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | expanding childcare centers |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | creating energy efficient technology |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | developing marketing campaigns for tourism |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | advisors and mentors |

20. WOMEN'S BUSINESS CENTERS

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | members are counselors |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | advisors and mentors |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | centers provide technical assistance |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | in starting a business |

21. WOMEN'S BUSINESS RESOURCES

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | in starting a business |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | applying for a business loan |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | finding government contracting opportunities |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | improving an existing business |

22. BUSINESS REGULATIONS

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | complying with laws and regulations |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | ensure purchasing procedures are standard and consistent |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | conducted in a fair and impartial manner |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | selling alcohol |

23. LICENSES AND PERMITS

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | selling alcohol |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | firearms |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | commercial fishing, etc. |

24. STAFF HANDBOOK

- | | T | F | |
|----|--------------------------|--------------------------|------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | civil rights |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | anti-discrimination policies |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | non-disclosure agreements |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | compensation |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | work schedules |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | standards of conduct |

25. GOVERNMENT CONTRACTING

- | | T | F | |
|----|--------------------------|--------------------------|---------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | financing |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | training |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | counseling |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | communication |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | procurement |

26. GOVERNMENT SURPLUS

- | | T | F | |
|----|--------------------------|--------------------------|------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | computers |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | automobiles |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | used medical equipment |

27. CONTRACTING RESOURCES

- | | T | F | |
|----|--------------------------|--------------------------|---|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Which agencies have contracts and with whom |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | What agencies buy |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | which contractors have contracts |

28. BUSINESS OUTREACH CENTERS

- | | T | F | |
|----|--------------------------|--------------------------|-------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | capitalist expansion services |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | business preparation |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | counseling and mentoring |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | referrals |

29. JOB DESCRIPTIONS

- | | T | F | |
|----|--------------------------|--------------------------|------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | summarize expectations |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | job training |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | career advancement |

30. INDUSTRY CLASSIFICATION

- | | T | F | |
|----|--------------------------|--------------------------|---------------------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | collecting |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | analyzing |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | for-profit business |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | meet the small business size standard |

31. USING TECHNOLOGY

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | accounting software |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | planning software or tools |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | time tracking software |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | email management |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | access to the Internet on your mobile device |

32. BUSINESS FUNDING

- | | T | F | |
|----|--------------------------|--------------------------|--------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | equity financing |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | limited equity financing |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | venture capitalist |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | debt financing |

33. NON-PROFITS

- | | T | F | |
|----|--------------------------|--------------------------|-----------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | write your business plan |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | incorporate your non-profit |

34. CONTRACTOR REGISTRATION

- | | T | F | |
|----|--------------------------|--------------------------|-------------------------|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | obtain a D-U-N-S number |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | register your business |

35. CONTRACT RESPONSIBILITIES

- | | T | F | |
|----|--------------------------|--------------------------|---|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | the contract is the identity of the office |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | can't make delivery within the time specified in the contract |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | you endanger the performance of the contract |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | you can't perform any provisions of the contract |

36. LOAN PROGRAM

- | | T | F | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | provides short-term working capital |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Supports the buildup of labor |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | provides financing for small contractors |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | developers |

6

BUSINESS TRAINING WORKSHOPS
Attendance Information Sheet

Date: ____/____/____

Business or Organization: _____

First Name: _____

Last Name: _____

E-mail Address: _____

Phone Number: _____

Mobile Phone: _____

Mail Address: _____

State: _____ Zip Code: _____

Training Workshops

Business Start-up Training

The workshops will help you run and operate a business successfully, or put you on the path to a new career with preparation questions and answers for your success.