

Non-Alcoholic Beverage
Business Plan Financials Worksheet
Guidance

Below is guidance for data to enter into cells of each of the separate Excel worksheets of the overall Business Plan Financials.

Please note: Many of the cells in the Business Plan Financials (BPF) are already pre-populated with suggested/default values. Use the default numbers unless otherwise indicated.

Only cells with BLUE text can be entered/changed. The cells in black will be filled in automatically, based on your setup assumptions, or will be carried over from numbers you entered earlier on other worksheets.

We suggest working in order – as every cell you complete will carry over to all other applicable Excel worksheets (for example, if you enter a figure in the Staff Budget, that figure will carry over to your Income Statement and Cash Flow Statement).

You are encouraged to work through the guide as early as possible. Review the Course Guide for specific due dates on specified worksheets.

Worksheet #1 - Set Up and Assumptions

Line 9: the month the academic quarter starts

Line 12: enter the year the academic quarter starts

Line 15: Two (students can write over this to include up to 10 lines)

Line 18: they will sell 100% on credit

Line 21: 30 days (that's the default now in BPFs)

Line 43: \$0

Line 49 \$0

Worksheet #2 - Sales Projections

Each student must determine this for their business—speculate on how your company will grow and how much you will sell. Reflect this in/from your Operations Plan

Worksheet #3 - Inventory

Line 7: Ingredients

Line 8: Bottles/caps

Line 9: Labels

Line 10: Cartons

Repeat these four lines for each product line.

Worksheet #4 - Capital Expenditures

(Note: This applies only to purchased equipment, not leased equipment.)

Facilities section:

<ul style="list-style-type: none"> Students are not purchasing facilities <p>Equipment section: Capital Purchases should be additional expenses that each student might decide to purchase.</p> <p>Vans and other equipment should be captured in Line 23 as part of “Other Assets” in the Balance Sheet, Worksheet 11.</p> <p>Computer Hardware/Software: Capital Purchases should be additional expenses that each student might decide to purchase.</p> <p>Computers and software provided should be captured in Line 23 as part of “Other Assets” in the Balance Sheet, Worksheet 11.</p>
<p>Worksheet #5 - Staffing Budget</p> <p>Account for every paid employee using the appropriate Lines for the six categories of employees (Management, Administrative/Support, Sales/Marketing, Operations/Production, Other, Part-Time/Hourly) and when their employment will commence in accordance with the Operations Plan and Management Plan.</p>
<p>Worksheet #6 - Marketing Budget</p> <p>This is submitted with Assignment 2: Marketing Plan</p>
<p>Worksheet #7: Professional Services</p> <p>Line 6: \$2,000</p> <p>Line 7: \$1,500</p> <p>Line 9: \$2,000</p>
<p>Worksheet #8 - Cap Investment</p> <p>Equity Capital Investments</p> <ul style="list-style-type: none"> Line 6: Melinda Cates \$40,000 <p>Loans</p> <ul style="list-style-type: none"> Line 24: friends and family \$20,000; the loan period is 24; the interest rate is 5% <p>Add projections of other funds they intend to raise</p>
<p>Worksheet #8 - Income Statement</p> <p>Line 20: \$1,000</p> <p>*Note the Leased equipment in the NAB Company Portfolio.</p> <p>The Income Statement is submitted with Assignment 3 Part 2: Business Plan – Draft</p>
<p>Worksheet #9 - Cash Flow</p> <p>This will be automatically populated from other completed worksheets.</p>
<p>Worksheet #10 - Balance Sheet</p> <p>This will be automatically populated from other completed worksheets.</p>