



# Small Business Resiliency Loan

Build Your Credit

Grow Your Business

Pay Yourself Back

Budget Worksheet  
Session #3



# INDEX



## Overview of Budget Worksheet

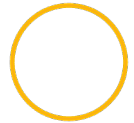
- Purpose
- How to gauge ability to repay
- Portal worksheet (Simple and Detailed)
- Real-Life Examples



# BUDGET WORKSHEET

The SBRL program uses a budget worksheet to gain valuable insights into a business and ensure the program is a good fit for everyone.

- **Loan Suitability:** The worksheet helps us understand the business cash flow and determine if the SBRL loan amount aligns with the applicant's repayment capacity.
- **Collaborative Approach:** Filling out the budget worksheet together fosters communication and ensures the applicant understand and feels comfortable with the loan terms.





# HOW TO GAUGE ABILITY TO REPAY

In order to complete the application for the SBRL Program, we must have a conversation with the applicant around the business's ability to repay the loan comfortably. Here's what we consider:

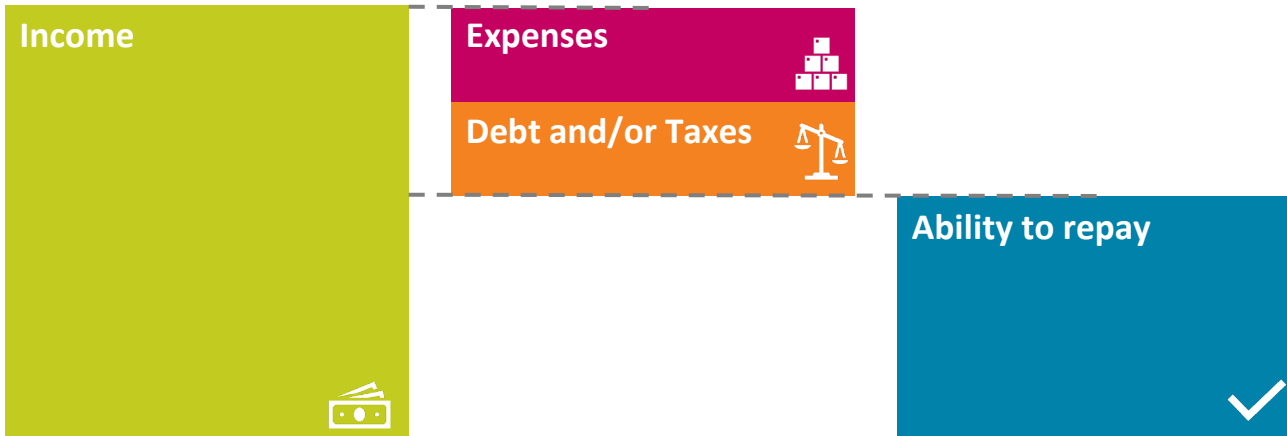


**By evaluating these factors, we ensure the SBRL loan helps your business grow without becoming a financial burden.**



# HOW TO GAUGE ABILITY TO REPAY

In order to complete the application for the SBRL Program, we must have a conversation with the applicant around the business's ability to repay the loan comfortably. Here's what we consider:



By evaluating these factors, we ensure the SBRL loan helps your business grow without becoming a financial burden.



# TOOL: BUDGET WORKSHEET



Gross Sales

Less: Cost of Goods Sold

Less: General and Administrative Expenses

Debt and/or Taxes

Net Income

### Small Business Budgeting Worksheet

**Step 1: Calculate Income, Cost of Goods Sold (COGS), Gross Profit**  
First, list all of the monthly income you expect to earn from your business in the green shaded cells.

	Monthly	Annual	
<b>Income:</b>			
Sales of Merchandise	Sales of goods - type 1	\$	\$
	Sales of goods - type 2	\$	\$
	Sales of goods - type 3	\$	\$
	<b>Gross Sales</b>	\$	\$
	<b>Less: Cost Of Goods Sold (COGS)</b> <i>inventories of goods and materials to have or make merchandise available for sale.</i>	\$	\$
<b>Gross Profit from Goods Sold (Gross Sales minus COGS)</b>	\$	\$	
Fees received for services rendered - type 1	\$	\$	
Fees received for services rendered - type 2	\$	\$	
<b>Fee Revenue</b>	\$	\$	
<b>Gross Profit (Gross Profit from Goods Sold plus Fee Revenue)</b>	\$	\$	

**Step 2: Calculate Selling and General and Administrative (G&A) Expenses**  
Now that you've captured your sources of income, it's time to identify your selling and general and administrative expenses.

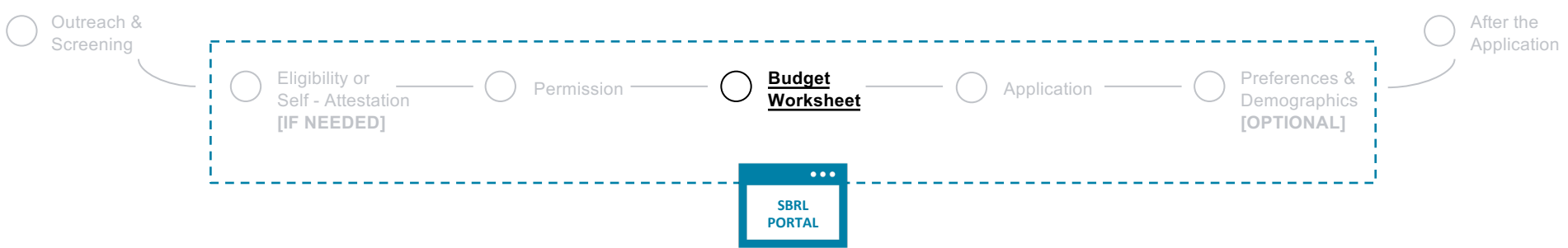
	Monthly	Annual
<b>Selling and General and Administrative (G&amp;A) Expenses:</b>		
Compensation and benefits	\$	\$
Rent or mortgage	\$	\$
Existing loan payment	\$	\$
<b>Business loan payment</b>	\$	\$
Office supplies	\$	\$
Utilities	\$	\$
Selling and Marketing	\$	\$
Outside services	\$	\$
Miscellaneous	\$	\$
<b>Total Selling and G&amp;A Expenses</b>	\$	\$

**Step 3: Net Income Before Taxes, Taxes and Net Income**

	Monthly	Annual
Net Income before taxes	\$	\$
Business Taxes (Federal, Self-Employment, State, Local) @ 35%	\$	\$
<b>Net Income</b>	\$	\$



## PORTAL: BUDGET WORKSHEET



# Small Business Resiliency Loan

Build Your Credit

Grow Your Business

Pay Yourself Back

## Business Budget Review

Creating a budget for your business is an important step toward financial health! A budget provides a view into the future for your business, which will give you the information you need to make choices today that can lead you to achieve your goals. While nobody knows the future, a budget should represent a realistic view – not too optimistic and not too pessimistic – of all of the income you expect to generate and all of the expenses you expect to incur in operating your business, and it needs to be written down. Next, we'll walk you through that process.

We have either a high-level budget worksheet or a more in-depth option. Please select which is right for you.

Select Loan Amount

- \$3,000
- \$4,000
- \$5,000
- \$6,000
- \$7,000
- \$8,000
- \$9,000
- \$10,000

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In this initial step, we wish to capture the applicant's desired loan amount and duration



# Small Business Resiliency Loan

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We have either a high-level budget worksheet or a more in-depth option. Please select which is right for you.

### Select Loan Amount

### Loan Term (in months)

- 12
- 18
- 24**
- 30

Detailed Budget worksheet

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In this initial step, we wish to capture the applicant's desired loan amount and duration

# Small Business Resiliency Loan

Build Your Credit → Grow Your Business → Pay Yourself Back

## Business Budget Review

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We have either a high-level budget worksheet or a more in-depth option. Please select which is right for you.

### Select Loan Amount

### Loan Term (in months)

Interest: **\$421.98**  
 Total: **\$10,421.98**  
 Monthly Payment: **\$434.25**

These numbers are estimates only - final interest and payments will be calculated in your loan documents from your financial institution\*

- Simple Budget Worksheet
- Detailed Budget worksheet

Once determined, the calculator shares specific information about the loan terms, interest portion, and monthly payments.

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# Small Business Resiliency Loan

Build Your Credit → Grow Your Business → Pay Yourself Back

## Business Budget Review

Creating a budget for your business is an important step toward financial health! A budget provides a view into the future for your business, which will give you the information you need to make choices today that can lead you to achieve your goals. While nobody knows the future, a budget should represent a realistic view – not too optimistic and not too pessimistic – of all of the income you expect to generate and all of the expenses you expect to incur in operating your business, and it needs to be written down. Next, we'll walk you through that process.

We have either a high-level budget worksheet or a more in-depth option. Please select which is right for you.

### Select Loan Amount

### Loan Term (in months)

Interest: **\$421.98**

Total: **\$10,421.98**

Monthly Payment: **\$434.25**

These numbers are estimates only - final interest and payments will be calculated in your loan documents from your financial institution\*

- Simple Budget Worksheet
- Detailed Budget worksheet

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The SBRN partner will now determine if they wish to fill a simple Budget Worksheet, or a more Detailed Budget Worksheet.

# Small Business Resiliency Loan

Build Your Credit → Grow Your Business → Pay Yourself Back

## High-Level Business Budget Worksheet

Please provide high-level information about your income, expenses, and anticipated new loan payment.

Average Monthly Revenue

Average Monthly Expenses

### Small Business Resiliency Loan Payment

This line is for adding the payment amount of your credit building program loan, to see what the impact will be on your business budget. Your monthly payment based on the information you provided on the previous page is **\$434.25**. If you decide on a different loan amount or term, you can adjust this number accordingly.

### Estimated Business Tax Rate

Business Taxes (Federal, Self-Employment, State, Local)

Enter your estimated total business tax rate as a number. For example: for 35%, you would enter "35".

SBRL Monthly Loan payment is pre-filled from our previous page

Description	Monthly	Annual
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### Small Business Resiliency Loan Payment

This line is for adding the payment amount of your credit building program loan, to see what the impact will be on your business budget. Your monthly payment based on the information you provided on the previous page is **\$434.25**. If you decide on a different loan amount or term, you can adjust this number accordingly.

### Estimated Business Tax Rate

Business Taxes (Federal, Self-Employment, State, Local)

Enter your estimated total business tax rate as a number. For example: for 35%, you would enter "35".

Once filled, this table will calculate the estimated Net Income for the Business

Description	Monthly	Annual
Revenue	\$10000	\$120000
Existing Expenses	\$8500	\$102000
New Business Loan Payment	\$0	\$0
Net Income or Loss before Taxes	\$1500	\$18000
Estimated Business Taxes	\$525	\$6300
<b>Net Income</b>	<b>\$975</b>	<b>\$11700</b>

### Questions about Net Income

What if Net Income is positive?

What if Net Income is negative?

Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
<b>Loan Principal:</b>	\$25,000	\$25,000	\$25,000	\$18,000

Is there any additional information you would like to include with your loan application?

### Small Business Resiliency Loan Payment

This line is for adding the payment amount of your credit building program loan, to see what the impact will be on your business budget. Your monthly payment based on the information you provided on the previous page is **\$434.25**. If you decide on a different loan amount or term, you can adjust this number accordingly.

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Enter your estimated total business tax rate as a number. For example: for 35%, you would enter "35".

Description	Monthly	Annual
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Net Income or Loss before Taxes	\$1500	\$18000
Estimated Business Taxes	\$525	\$6300
<b>Net Income</b>	<b>\$975</b>	<b>\$11700</b>

Description	Monthly	Annual
Revenue	\$10000	\$120000
Existing Expenses	\$1000	\$12000
New Business Loan Payment	\$675	\$8100
Net Income or Loss before Taxes	\$8325	\$99900
Estimated Business Taxes	\$2913.75	\$34965
<b>Net Income</b>	<b>\$5411.25</b>	<b>\$64935</b>

### Questions about Net Income

Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
<b>Loan Principal:</b>	\$25,000	\$25,000	\$25,000	\$18,000

Is there any additional information you would like to include with your loan application?

### Questions about Net Income

Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
<b>Loan Principal:</b>	\$25,000	\$25,000	\$25,000	\$25,000

## If Revenue is less than Expenses

Description	Monthly	Annual
Revenue	\$5000	\$60000
Existing Expenses	\$7000	\$84000
New Business Loan Payment	\$675	\$8100
Net Income or Loss before Taxes	-\$2675	-\$32100
Estimated Business Taxes	\$0	\$0
<b>Net Income</b>	<b>-\$2675</b>	<b>-\$32100</b>

### Questions about Net Income

Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
<b>Loan Principal:</b>	\$500	\$500	\$500	\$500



### Small Business Resiliency Loan Payment

This line is for adding the payment amount of your credit building program loan, to see what the impact will be on your business budget. Your monthly payment based on the information you provided on the previous page is **\$434.25**. If you decide on a different loan amount or term, you can adjust this number accordingly.

### Estimated Business Tax Rate

Business Taxes (Federal, Self-Employment, State, Local)

Enter your estimated total business tax rate as a number. For example: for 35%, you would enter "35".

Description	Monthly	Annual
Revenue	\$10000	\$120000
Existing Expenses	\$8500	\$102000
New Business Loan Payment	\$0	\$0
Net Income or Loss before Taxes	\$1500	\$18000
Estimated Business Taxes	\$525	\$6300
<b>Net Income</b>	<b>\$975</b>	<b>\$11700</b>

### Questions about Net Income

Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
Loan Principal:	\$25,000	\$25,000	\$25,000	\$18,000

Is there any additional information you would like to include with your loan application?

## If Revenue is less than Expenses

Description	Monthly	Annual
Revenue	\$5000	\$60000
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<b>Net Income</b>	<b>-\$2675</b>	<b>-\$32100</b>

### Questions about Net Income

Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
Loan Principal:	\$500	\$500	\$500	\$500

## If Revenue is more than Expenses

Description	Monthly	Annual
Revenue	\$10000	\$120000
Existing Expenses	\$1000	\$12000
New Business Loan Payment	\$675	\$8100
Net Income or Loss before Taxes	\$8325	\$99900
Estimated Business Taxes	\$2913.75	\$34965
<b>Net Income</b>	<b>\$5411.25</b>	<b>\$64935</b>

### Questions about Net Income

Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
Loan Principal:	\$25,000	\$25,000	\$25,000	\$25,000

Description	Monthly	Annual
Revenue	\$10000	\$120000
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New Business Loan Payment	\$0	\$0
Net Income or Loss before Taxes	\$1500	\$18000
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### Questions about Net Income

What if Net Income is positive? ▼


What if Net Income is negative? ▼

Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
<b>Loan Principal:</b>	\$25,000	\$25,000	\$25,000	\$18,000

Is there any additional information you would like to include with your loan application?

Would you like to include any supporting documentation?

  
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Numbers don't tell stories on their own.

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## Business Budget Review

Creating a budget for your business is an important step toward financial health! A budget provides a view into the future for your business, which will give you the information you need to make choices today that can lead you to achieve your goals. While nobody knows the future, a budget should represent a realistic view – not too optimistic and not too pessimistic – of all of the income you expect to generate and all of the expenses you expect to incur in operating your business, and it needs to be written down. Next, we'll walk you through that process.

We have either a high-level budget worksheet or a more in-depth option. Please select which is right for you.

Select Loan Amount

Loan Term (in months)

Interest:

Total:

Monthly Payment:

These numbers are estimates only - final interest and payments will be calculated in your loan documents from your financial institution\*

- Simple Budget Worksheet
- Detailed Budget worksheet

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# Small Business Resiliency Loan

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## Detailed Business Budget Worksheet

### Step 1: Calculate Income and Gross Profit

First, list all of the monthly income you expect to earn from your business in the green shaded cells. This includes amounts received from sales of goods or fees charged for services that you provide. It's the amount your customers pay your company. You may have only sales of goods, only fee revenue or both.

#### Income

Average Monthly Sales of goods - type 1

Average Monthly Sales of goods - type 2

Average Monthly Sales of goods - type 3

Average Monthly Fees received for services rendered - type 1

Average Monthly Fees received for services rendered - type 2

The Detailed Budget Worksheet allows the applicant and the SBRN partner to be more granular with the information provided

## Step 2: Calculate Cost of Goods Sold (COGS), Selling, and General and Administrative (G&A) Expenses

Now that you've captured your sources of income, it's time to identify your selling and general and administrative expenses, which are the costs of running your business.

### Selling and General Administrative (G&A) Expenses:

#### Average Monthly Cost of Goods Sold (COGS)

The amounts your business pays for inventories of goods and materials to have or make merchandise available for sale. Examples are ingredients for baked goods or inventories of items you resell.

\$ 0

#### Average Monthly Compensation and benefits

Include amounts paid to employees of your company, including employer tax expenses and benefits costs such as amounts paid for health or other insurance.

\$ 0

#### Rent or mortgage

The amount you pay to rent or lease space for your business, or the amount you pay on a loan if you own your office space.

\$ 0

#### Existing loan payment

Include total payments for any loans your business may currently have

\$ 0

#### SBRL Loan payment

This line is for adding the payment amount of your credit building program loan, to see what the impact will be on your business budget. Your monthly payment based on the information you provided on the previous page is . If you decide on a different loan amount or term, you can adjust this number accordingly.

\$ 0

#### Office supplies

This is the amount of office supplies your business uses.

The Detailed Budget Worksheet allows the applicant and the SBRN partner to be more granular with the information provided

### Step 3: Net Income Before Taxes, Taxes, and Net Income

Now that you've quantified your best estimate of the income you expect to earn and the costs of doing business, you can see the bottom line financial results.

When your net income is positive, taxes may be due to federal, state and local agencies. This worksheet provides a place to enter a percentage estimate of expected taxes, which will result in a calculated tax expense amount.

Net Income Before Taxes minus the calculated tax expense results in your business Net Income.

#### Estimated Business Tax Rate

Business Taxes (Federal, Self-Employment, State, Local)

Enter your estimated total business tax rate as a number. For example: for 35%, you would enter "35".

Once filled, this table will calculate the estimated Net Income for the Business as was the case in the Simple Budget Worksheet

Description	Monthly	Annual
Sales of Goods - type 1	\$0	\$0
Sales of Goods - type 2	\$0	\$0
Sales of Goods - type 3	\$0	\$0
<b>Gross Sales</b>	<b>\$0</b>	<b>\$0</b>
Fees received for services rendered - type 1	\$0	\$0
Fees received for services rendered - type 1	\$0	\$0
<b>Fee Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>Gross Revenue</b>	<b>\$0</b>	<b>\$0</b>
Cost of Goods Sold (COSG)	\$0	\$0
Compensation and benefits	\$0	\$0
Rent or mortgage	\$0	\$0
Existing Loan Payment	\$0	\$0
Business loan payment	\$0	\$0
Office Supplies	\$0	\$0
Utilities	\$0	\$0
Selling and Marketing	\$0	\$0
Outside Services	\$0	\$0
Miscellaneous	\$0	\$0
<b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>
Net Income Before Taxes	\$0	\$0
Business Taxes	\$0	\$0
Net Income	\$0	\$0

Office Supplies	\$0	\$0
Utilities	\$0	\$0
Selling and Marketing	\$0	\$0
Outside Services	\$0	\$0
Miscellaneous	\$0	\$0
<b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>
Net Income Before Taxes	\$0	\$0
Business Taxes	\$0	\$0
<b>Net Income</b>	<b>\$0</b>	<b>\$0</b>

### Questions about Net Income

What if Net Income is positive? ▼

What if Net Income is negative? ▼


Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
<b>Loan Principal:</b>	\$500	\$500	\$500	\$500

Again, numbers don't tell stories on their own.

Is there any additional information you would like to include with your loan application?

Would you like to include any supporting documentation?



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# REAL LIFE EXAMPLES

		Income	Expenses				
1.	Trucking	\$162,915	\$73,562	\$89,353	\$89,353	\$0	\$0
2.	Medicine	\$34,670	\$9,583	\$25,087	\$18,665	\$6,422	\$6,615
3.	Cleaning	\$179,898	\$0	\$179,898	\$161,603	\$18,295	\$19,323
4.	Flower	\$281,496	\$183,680	\$97,816	\$69,912	\$27,904	\$27,904
5.	Water	\$43,227	\$0	\$43,227	\$41,155	\$2,072	\$8,024
6.	Photography	\$82,929	\$9,770	\$73,159	\$19,984	\$53,175	\$59,127
7.	Catering	\$108,741	\$0	\$108,741	\$82,982	\$25,759	\$31,711
8.	Supplements	\$65,945	\$34,723	\$31,222	\$31,434	-\$212	\$5,740
9.	Hazardous Material Mgmt.	\$28,926	\$1,513	\$27,413	\$24,728	\$2,685	\$2,685
10.	Daycare Facility 1	\$92,788	\$0	\$92,788	\$89,083	\$3,705	\$4,210
11.	Daycare Facility 2	\$192,427	\$0	\$192,427	\$193,576	-\$1,149	-\$1,149
12.	Stock Keeper	\$613,892	\$418,802	\$195,090	\$120,917	\$74,173	\$74,173
13.	Wholesale Paint	\$171,233	\$112,442	\$58,791	\$35,247	\$23,544	\$23,544
14.	Wholesale Construction M.	\$255,625	\$115,371	\$140,254	\$30,857	\$109,397	\$115,349
15.	Catering Business 2	\$108,741	\$0	\$108,741	\$82,982	\$25,759	\$31,711
16.	Food	\$384,239	\$0	\$236,368	\$218,342	\$18,026	\$20,119
17.	Convenience	\$875,092	\$0	\$155,583	\$141,191	\$14,392	\$18,038
18.	Wholesale Industrial Goods	\$621,092	\$0	\$156,686	\$100,160	\$56,526	\$56,526
19.	Industrial Services	\$75,120	\$0	\$58,627	\$43,052	\$15,575	\$23,655



# REAL LIFE EXAMPLES

		Income	Expenses				
1.	Trucking	\$162,915	\$73,562	\$89,353	\$89,353	\$0	\$0
2.	Medicine	\$34,670	\$9,583	\$25,087	\$18,665	\$6,422	\$6,615
3.	Cleaning	\$179,898	\$0	\$179,898	\$161,603	\$18,295	\$19,323
4.	Flower	\$281,496	\$183,680	\$97,816	\$89,913	\$7,904	\$27,904
5.	Water	\$43,227	\$0	\$43,227	\$34,155	\$7,072	\$8,074
6.	Photography	\$82,978	\$8,770	\$73,159	\$73,159	\$0	\$0
7.	Catering	\$108,741	\$0	\$108,741	\$108,741	\$0	\$0
8.	Supplements	\$65,945	\$34,723	\$31,222	\$31,222	\$0	\$0
9.	Hazardous Material Mgmt.	\$28,926	\$1,513	\$27,413	\$27,413	\$0	\$0
10.	Daycare Facility 1	\$92,788	\$0	\$92,788	\$92,788	\$0	\$0
11.	Daycare Facility 2	\$192,427	\$0	\$192,427	\$192,427	\$0	\$0
12.	Stock Keeper	\$613,892	\$418,802	\$195,090	\$195,090	\$0	\$0
13.	Wholesale Paint	\$171,233	\$112,442	\$58,791	\$58,791	\$0	\$0
14.	Wholesale Construction M.	\$255,625	\$115,371	\$140,254	\$140,254	\$0	\$0
15.	Catering Business 2	\$108,741	\$0	\$108,741	\$108,741	\$0	\$0
16.	Food	\$384,239	\$0	\$236,368	\$236,368	\$0	\$0
17.	Convenience	\$875,092	\$0	\$155,583	\$155,583	\$0	\$0
18.	Wholesale Industrial Goods	\$621,092	\$0	\$156,686	\$156,686	\$0	\$0
19.	Industrial Services	\$75,120	\$0	\$58,627	\$58,627	\$0	\$0

Around \$180,000 annually, or \$15,000 monthly

Around \$160,800 annually, or \$13,400 monthly

Description	Monthly	Annual
Revenue	\$15000	\$180000
Existing Expenses	\$13400	\$160800
New Business Loan Payment	\$675	\$8100
Net Income or Loss before Taxes	\$925	\$11100
Estimated Business Taxes	\$323.75	\$3885
<b>Net Income</b>	<b>\$601.25</b>	<b>\$7215</b>

### Questions about Net Income

- What if Net Income is positive? ▾
- What if Net Income is negative? ▾

### Recommended Maximum Loan Amount (based on your budget)

Term:	30 Months	24 Months	18 Months	12 Months
Loan Principal:	\$25,000	\$25,000	\$25,000	\$18,000