



Small Business
Development Centers

Small Business Basics Seminar

*Exploring the Possibilities of
Starting, Buying or Expanding
a Small Business?*



Department of
Development



Ohio

**Small Business
Development Centers**

SBDC Network

- Nationwide – over 1000 centers
- Statewide – 22 centers
- Terra State Community College
(Erie, Ottawa, Sandusky, Seneca Counties)

Ohio

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Development Centers**

SBDC Mission

- Our mission is to help people get into business, stay in business, and grow their business.

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SBDC Vision

- Our vision is to make small businesses more successful.

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SBDC Services

- Training
- Consulting
- Referring

Our services are FREE of charge!



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Business Planning – Business Plan Functions

- Acts as a Feasibility Study
- Tool for Obtaining Financing
- Serves as a Management Tool



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Business Planning – Business Plan Narrative

- Statement of Purpose
- Description of Business
- Marketing Plan
- Competition
- Location
- Organization Plan

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Business Planning – Business Plan Pro Forma

- Financial Requirements
- Amortization Schedule
- Pro Forma Income Statement
- Pro Forma Cash Flow
- Pro Forma Balance Sheet
- Industry Financial Report

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Business Planning - Sources of Capital

- Private Funding
- Public Funding

For the most part, no grants!



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Business Development – Business Entities

- Ohio Secretary of State, www.sos.state.oh.us
- Sole Proprietorship
- Partnership (General or Limited)
- Corporation (C-Corp or S-Corp)
- Limited Liability Company (Partnership)
- Non-Profit Organization



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Business Development – Name Registration

- Ohio Secretary of State, www.sos.state.oh.us
- Corporate Name Registration
- Trade Name Registration
- Fictitious Name Registration



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Business Development – Licenses & Permits

- First Stop Business Connection, www.business.ohio.gov/starting
- Regular Vendors License – County Auditors Office or OBG
- Transient Vendors License – Ohio Business Gateway
- Certificate of Exemption

Hire an accountant!



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Business Development – Accounting & Taxes

- Recordkeeping
- Local Taxes
- Ohio Taxes
- Federal Taxes

Hire an accountant!



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Business Development – Employer Requirements

- FICA Tax
- Unemployment
- Worker's Compensation
- Reports

Hire an accountant!



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Business Development – Checklist

- Business Registration, www.sos.state.oh.us
- Employer Identification Number (EIN), www.irs.gov
- Open Bank Account
- Hire an Accountant
- Licenses and Permits
- Accounting & Taxes
- Employer Requirements

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Advisors & Resources

- Accountant
- Banker
- Attorney
- Insurance Agent
- Chambers of Commerce
- Economic Development Corporations

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SBDC Assistance

- Write Your Business Plan Narrative
- Complete the Counseling Information Form (page 1, only)
- Email Narrative and Counseling Form to SBDC

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SBDC Contact Information

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