



Small Business Loans

✓ CHECKLIST: WHAT TO BRING TO THE BANK



1) CHARACTER INFORMATION

A copy of your business plan or a description of the business.

A resumé of management's experience in this type of business, education & experience in business management.

2) CASH FLOW INFORMATION

- Last three years' Financial Statements (*Profit & Loss and Balance Sheet*) on the business.
- Last three years' Tax Returns on the business.
- A projection (*Pro-forma*) of next year's income, expenses and balance sheet. This will show how the loan proceeds will be used and how the changes in the business will impact the ability to repay the loan.
- Current Financial Statements on the business owners. (*Anyone who owns 20% or more of the business*).
- Last three years' Tax Returns on the business owners.

3) COLLATERAL INFORMATION

Depending upon what type of collateral is offered, different types of information will be necessary to determine the collateral's value. Below is listed a few of these types:

- An aged listing of accounts receivable.
- A listing of Real Estate and buildings, with cost and values.
- A copy of the Purchase Contract, if purchasing a new facility.
- A copy of the Lease, if currently leasing.
- A listing of all Equipment, including costs and values.
- A description of the kinds & turnover of Inventory.



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BUSINESS PLAN OUTLINE



1. Executive Summary:

Overview which highlights strengths & objectives. Include a brief description of the business and its industry, as well as an explanation of the market opportunity.

2. Company Background:

Name, nature of business history and unique features of products and/or services.

3. Product or Service Description:

Description of product or service to be sold. Address product viability and technology.

4. Market Analysis & Market Strategy:

Provide an in-depth analysis of the market for the product or service to be sold.

5. Management:

Listing of Key Managers, Directors & Principal Owners, including detailed resumés.

6. Operations Plan:

Space & Equipment requirements, working capital requirements, labor force, and geographic location advantages.

7. Financial Statements & Projections:

Three (3) years Financial Statements (Existing Business). If start-up Business, provide a capital investment balance sheet. Personal Financial Statements of all persons owning 20% or more of the stock in the company.

A 3 to 5 year Pro Forma projection with income statements, cash flow statements, and balance sheets: first year by month, second & third by quarter. A break even analysis.

8. Funding:

Amount of money sought, use of proceeds, pricing and deal structure (including terms & payback). Funding history and funding references.

9. Research, Development, Engineering & Design:

Proprietary rights, cost, timing & strategy.

10. Summary of Risks Involved:

Summarize critical risks & assumptions. Discuss contingency plans that have been developed for potential problems & delays.

11. Professionals & Advisors:

Provide name of Legal Counsel, Accountant or CPA.

**The Oklahoma Small Business Development Center (OSBDC) offers no-charge individual counseling to help with areas such as business plans, market research and cash flow analysis. For information on the OSBDC contact the Rose State College Procurement Specialists at (405) 733-7348.