**Student Data Sheet**

Make sure you are following along with the PowerPoint and inserting the required amounts. Some amounts will be given and others you will need to calculate.

**Module 2: Task #4 and #5**

|  |  |
| --- | --- |
| **Initial and Upfront costs** | |
| Business Registration |  |
| Technology |  |
| Tools (Primary) |  |
| Furniture |  |
| **Initial expenses:** |  |

**Module 3: Task #7**

|  |  |
| --- | --- |
| **Monthly Business Costs** | |
| Rent/Mortgage |  |
| Property Insurance |  |
| Phone Bill |  |
| Automotive Costs |  |
| Liability Insurance |  |
| Utilities |  |
| Tools & Maintenance |  |
| Advertising |  |
| Consumable costs |  |
| **Total monthly expenses:** |  |

Initial costs \_\_\_\_\_\_\_\_\_ + Monthly expenses \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Module 4: Task #8, #9 and #10**

|  |  |
| --- | --- |
| **Salaries & contributions** | |
| Your salary |  |
| Employee #1 salary |  |
| Employee #2 salary |  |
| WSIB |  |
| EI |  |
| CPP |  |
| **Total salaries & contributions** |  |

**Module 5: Task #11 - Step A - 2nd question**

How much do you need to initially save to open your business:

Initial costs \_\_\_\_\_\_\_\_\_\_\_\_\_ + 3 months of expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
***The answer is the amount you need to save in order to start your business.***

**Module 5: Task #11 - Step A - 3rd question**

Complete monthly expenditures, salaries and contributions:

Monthly expenses \_\_\_\_\_\_\_\_\_\_\_\_ + Salaries & contributions \_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_

***This equals your total monthly expenses.***

**Module 5: Task #11 - Step B**

**Pricing a job**

Time a takes to do a job \_\_\_\_\_\_\_\_\_\_ X Rate per hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
***The answer is how much your client pays you to complete the job.***

**Number of hours per month projection**

# jobs \_\_\_\_ X # workers \_\_\_\_ X (52/12) = \_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per month

**Monthly revenue projections**

Cost per job \_\_\_\_\_\_\_ X # of jobs per month \_\_\_\_\_\_\_\_\_ = Monthly revenue \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly revenue \_\_\_\_\_\_\_\_\_\_ - Cost of goods \_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_ Gross Profit or Loss  
  
  
Gross Profit/Loss \_\_\_\_\_\_\_\_\_\_\_\_ - Monthly expenses \_\_\_\_\_\_\_\_\_\_\_ - Salaries and contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = Net Profit/Loss \_\_\_\_\_\_\_\_\_\_\_\_\_

**Module 5: Task #12 - 2nd question - Optional -** *Modify this table as needed.*

|  |  |  |
| --- | --- | --- |
| **Monthly personal expenditures** | | |
| List of personal expenses | 1st estimation | 2nd estimation |
| Phone Bill |  |  |
| Gas Bill |  |  |
| Electricity & Water |  |  |
| Rent/Mortgage |  |  |
| House Insurance |  |  |
| Car Insurance |  |  |
| Bank fees |  |  |
| Food costs |  |  |
| Vehicle lease/loan |  |  |
| Vehicle repair/gas |  |  |
| Internet |  |  |
| Pets |  |  |
| Property taxes |  |  |
| Personal expenses |  |  |
| Travel expenses |  |  |
| Other... |  |  |
| Monthly personal expenses |  |  |