

OCTOBER

- 3 **Meeting the 3 Ms**
Concordia, NCK SBDC, 10 a.m. - Noon
- 3 **Cash Flow Made Easy**
Concordia, NCK SBDC, 1-3 p.m.
- 5 **State Tax for Contractors**
Concordia, NCK SBDC, 10 a.m. - Noon
- 5 **Meet the Tax Man:
Your Tax Responsibility to Kansas**
Concordia, NCK SBDC, 1-4 p.m.
- 25 **Meeting the 3 Ms**
Salina Chamber, 10 a.m. - Noon
- 25 **The Right Start Using a Business Plan**
Salina, Chamber, 1-3 p.m.
- 26 **Introduction to QuickBooks**
Beloit, NCRPC, 109 N. Mill, Basement
8 a.m. - Noon
- 27 **Facebook 201 - Setting Up a Business Page**, Concordia, NCK SBDC,
10 a.m. - Noon
- 27 **Website Design Made Easy**
Concordia, NCK SBDC, 2-4 p.m.

NOVEMBER

- 2 **Getting More Out of QuickBooks**
Beloit, NCRPC, 109 N Mill, Basement
8 a.m.- Noon
- 3 **Meeting the 3 Ms**
Clay Center, Clay County Medical Center
Meeting Room, 10:00 a.m. - Noon
- 3 **The Right Start Using a Business Plan**
Clay Center, Clay County Medical Center
Meeting Room, 1-3 p.m.
- 9 **Meeting the 3 Ms**
Concordia, NCK SBDC, 10 a.m. - Noon
- 9 **The Right Start Using a Business Plan**
Concordia, NCK SBDC, 1-3 p.m.
- 10 **FB 301 - Growing Your Business on facebook**
Concordia, NCK SBDC, 10 a.m.-Noon
- 10 **FB 401 - Using eCommerce on Your Business facebook**,
Concordia, NCK SBDC, 1-3 p.m.
- 10 **eNewsletters for the Small Business Owners**
Concordia, NCK SBDC, 4-6 p.m.
- 15 **Meeting the 3 Ms**
Salina, Chamber, 10 a.m.- Noon
- 15 **Cash Flow Made Easy**
Salina, Chamber, 1-3 p.m.
- 18 **Cash Flow Made Easy**
Clay Center, Clay County Medical
Center Meeting Room, 1-3 p.m.

DECEMBER

- 7 **Meeting the 3 Ms**
Concordia, NCK SBDC, 10 a.m. - Noon
- 7 **Cash Flow Made Easy**
Concordia, NCK SBDC, 1-3 p.m.
- 15 **Meeting the 3 Ms**
Salina, Chamber, 10 a.m. - Noon
- 15 **The Right Start Using a Business Plan**
Salina, Chamber, 1-3 p.m.

Small Business Seminars

offered by the North Central Kansas Small Business Development Center - NCK SBDC

Startup businesses are required to attend three seminars to receive free one-on-one counseling from Consultant Linda Sutton:

1. Meeting the 3 Ms
2. The Right Start Using a Business Plan
3. Cash Flow Made Easy



Meet the Tax Man:

Your Tax Responsibility to the State of Kansas

Presented by Carl York, tax specialist with the KS Dept. of Revenue, this class focuses on the basics of Sales and Use Tax and how it applies to a retail business. An overview of Ks employee withholding and estimated tax payments will be given. (unemployment & workmen's compensation is administered by KS Dept. of Labor and not discussed in this class)

State Tax Workshop for Contractors

Do you provide plumbing, carpentry, electrical, roofing, heating / air conditioning, or other contractor related services? This workshop is devoted exclusively to sales tax issues for contractors, subcontractors, & repairmen. Carl will teach you how sales tax applies to materials & labor as well as discuss sales tax returns, exemption certificates, billing, and related issues. Find out what contractors need to know regarding sales tax.

Introduction to QuickBooks

Why not start on the right foot? This class is for bookkeepers and business owners who are both new and experienced with QuickBooks. Scot Henderson, certified QuickBooks Pro Advisor and public accountant with Long & Associates Public Accountants Inc., will walk you through the Easy Step Interview to setup your QuickBooks file. Learn how to set up your chart of accounts; maintain customer and vendor lists; use items and classes; maintain and reconcile bank accounts. If desired, bring your own laptop and your own QuickBooks file to class. Class will end with Q&A.

Getting More Out of QuickBooks

This class is geared for people familiar with QuickBooks. Learn how to invoice customers with customized invoices, assess finance charges, and create statements. Bring your own laptop and your own QuickBooks file as Scot Henderson will personalize the class for the attendees. Class ends with a Q&A.



**Business in Motion:
Making Business
Expansion Easier**
Franchise - Exports
New Products - Web
Government-New Markets

The NCK SBDC is starting a new series of Business in Motion seminars to assist businesses expand. Instructor Cindi Gill, President of the Durant, OK Main Street Program will teach five Web BIM Seminars. Space is limited and a laptop is required. Advance registration & \$25 prepayment required.

Facebook 201 - Setting Up a Business facebook Page

You have a personal facebook page and have become fans/liked other businesses. Now you want your own business facebook page but do not know where to start. Cindi will teach you how to create a business page, publish it, and become a fan of your own page. You will also learn how to create an engaging business page, set privacy, and upload business information including pictures, logos, and website. **You MUST have a personal facebook page to attend this class.**

Website Design Made Easy

Have you thought you needed a website for your business but do not know where to start on your own? Or are you worried that timely changes will not be made to your website? Why not create and maintain your own website. This seminar will teach you how to build your own website and maintain it yourself using Vista Print tools. **A credit/debit card is required during class to acquire a domain name and set up your own website account.**

Facebook 301- Growing Your Business on facebook

You have a business facebook page but are not sure how to use it for your business. Cindi will teach you what your business should post and how frequently. You will also learn how to add fans to your business page, go viral, draw on your

network, create events, optimize searches, and advertise on facebook to market your business. Let facebook help you grow your business free. **If you do not have a business facebook page, you must first attend FB201.**

Facebook 401-Using eCommerce on Your Business facebook Page

You have been using your business facebook page regularly to communicate with customers and promote your business. Now you are ready to incorporate eCommerce into your site for customers to use. Cindi will teach you how to set up the eCommerce features on your business facebook page and how to market it to customers. This class is for people who feel comfortable using their business page and would like to sell products through facebook. **You must have a business facebook page & have been using facebook to attend.**

E-Newsletters for the Small Business Owner

Stay in touch with your customers by launching a low-cost newsletter. You will learn about how to create, manage, and track an email campaign; learn a great newsletter management tool; and make sure your newsletter is never considered spam. Cindi will also conduct a demo using a tool from Vista Print to create contact lists; build a newsletter using online page layout tools; add images and links; and read and interpret newsletter statistics.





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Permit No. 120

North Central Kansas SBDC
606 Washington Street, Suite C
Concordia, Kansas 66901

Return Service Requested

INFORMATION
alert!

Make checks payable to WSU SBDC—NO REFUNDS
Space is Limited—Separate Check for each seminar MUST Accompany Registration
Mail check and registration to: NCK SBDC, 606 Washington St., Suite C, Concordia, KS 66901

Only those pre-registered will be notified of seminar cancellations.

Name _____ Business Name _____
Address _____ City, State, Zip _____
Phone _____ E-mail Address _____

Meeting the 3 Ms

Advance Registration Required; free

- Monday, October 3, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Tuesday, October 25, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina
- Thursday, November 3, 10 AM-Noon; Clay County Medical Center Meeting Room, 617 Liberty, Clay Center
- Wednesday, November 9, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Tuesday, November 15, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room) Salina
- Wednesday, December 7, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Thursday, December 15, 10:00 AM-Noon, Salina Chamber, 120 W Ash (Hall of Fame Room) Salina

The Right Start - Using a Business Plan

Advance Registration Required: \$25

- Tuesday, October 25, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina
- Thursday, November 3, 1-3 PM; Clay County Medical Center Meeting Room, 617 Liberty, Clay Center
- Wednesday, November 9, 1-3 PM; NCK SBDC, 606 Washington Street (Conference Room) Concordia
- Thursday, December 15, 1-3 PM, Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina

Cash Flow Made Easy

Advance Registration Required: \$25

- Monday, October 3, 1-3 PM; NCK SBDC, 606 Washington Street (Conference Room) Concordia
- Tuesday, November 15, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room) Salina
- Friday, November 18, 1-3 PM; Clay County Medical Center Meeting Room, 617 Liberty, Clay Center
- Wednesday, December 7, 1-3 PM, NCK SBDC, 606 Washington Street (Conference Room) Concordia

TAX Seminars

Advance Registration Required: \$25

- State Tax Workshop for Contractors**; Wednesday, October 5, 10 AM-Noon; NCK SBDC, 606 Washington Street (Conference Room) Concordia
- Meet the Tax Man**; Wednesday, October 5, 1-4 PM; NCK SBDC, 606 Washington Street (Conference Room) Concordia

QuickBooks Seminars

Advance Registration Required: \$99 per person/\$170 for two people from same business in the same seminar

- Introduction to QB**; Wednesday, October 26, 8 AM—Noon, North Central Regional Planning Commission, 109 N Mill Street, (Basement), Beloit
- Getting More Out of QuickBooks**; Wednesday, November 2, 8 AM—Noon, North Central Regional Planning Commission, 109 N Mill Street, (Basement), Beloit

Facebook Seminars

Advance Registration Required: \$25

- FB 201-Setting up a Business Page**; Thursday, October 27, 10 AM-Noon; NCK SBDC, 606 Washington Street (Conference Room) Concordia
- FB 301-Growing Your Business on facebook**; Thursday, November 10, 10 AM—Noon, NCK SBDC, 606 Washington Street (Conference Room) Concordia
- FB 401-Using eCommerce on Your Business facebook Page**; Thursday, November 10, 1-3 PM; NCK SBDC, 606 Washington Street (Conference Room) Concordia

Website Design Made Easy

Advance Registration Required: \$25

- Thursday, October 27, 2-4 PM, NCK SBDC, 606 Washington Street (Conference Room) Concordia

eNewsletters for the Small Business Owner

Advance Registration Required: \$25

- Thursday, November 10, 4-6 PM, NCK SBDC, 606 Washington Street (Conference Room) Concordia

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the NCK SBDC by calling (785) 243-9913.

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