



**North Central Kansas
Business Seminars
OCT-DEC 2009**

INFORMATION alert!

Small Business Seminars

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

OCTOBER

- 7 **Meeting the 3 Ms**
Salina, Chamber, 3-5 p.m.
- 7 **The Right Start Using a Business Plan**
Salina, Chamber, 6-8 p.m.
- 13 **Introduction to QuickBooks**
Concordia, OCCK, 10 a.m. - Noon
- 13 **QuickBooks Advanced for Service Businesses**
Concordia, OCCK, 1 - 5 p.m.
- 14 **Meeting the 3 Ms**
Concordia, OCCK, 10 a.m.- Noon
- 14 **Cash Flow Made Easy**
Concordia, OCCK, 1-3 p.m.
- 14 **Women Entrepreneurs in Business**
Abilene, Kirby House Restaurant,
7 p.m.; 785-263-7336
- 20 **QuickBooks Advanced for Retail & Inventory
Businesses**, Concordia, OCCK, 1 - 5 p.m.
- 26 **Cash Flow Made Easy**
Salina, Public Library, CLASS Program
6-8 p.m., 785-825-4624 to register
- 27 **Money Action Program for
Your Business and You**
Salina, Consumer Credit Counseling
Services, Inc., 6-8 p.m.
- 28 **State Tax for Contractors**
Concordia, OCCK, 10 a.m.- Noon
- 28 **State Tax Workshop**,
Concordia, OCCK, 1-4 p.m.

NOVEMBER

- 2 **Meeting the 3 Ms**
Concordia, OCCK, 10 a.m.-Noon
- 2 **The Right Start Using a Business Plan**
Concordia, OCCK, 1-3 p.m.
- 10 **QuickBooks Advanced for Retail & Inventory
Businesses**
Salina, Long & Associates, 1 - 5 p.m.
- 12 **State Tax for Contractors**
Salina, OCCK Main Building, 10 a.m.- Noon
- 12 **State Tax Workshop**,
Salina, OCCK Main Building, 1-4 p.m.
- 16 **QuickBooks Advanced for Service Businesses**
Salina, Long & Associates, 1 - 5 p.m.
- 16 **The Right Start Using a Business Plan**
Salina, Public Library, CLASS Program
6-8 p.m., 785-825-4624 to register
- 17 **QuickBooks for Farming & Ranching
Operations**, Concordia, OCCK, 1 - 5 p.m.
- 18 **Developing Your Online Presence**
Solomon, City Hall, 6-8 p.m.
- 19 **Meeting the 3 Ms**
Salina, Chamber, 10 a.m.- Noon
- 19 **Cash Flow Made Easy**
Salina, Chamber, 1-3 p.m.

DECEMBER

- 2 **Meeting the 3 Ms**
Concordia, OCCK, 6-8 p.m.
- 9 **Meeting the 3 Ms**
Salina, Chamber, 1-3 p.m.
- 14 **Cash Flow Made Easy**
Concordia, OCCK, 6-8 p.m.
- 17 **The Right Start Using a Business Plan**
Salina, Chamber, 10 a.m.- Noon

Startup businesses are required to attend the following seminars to receive free one-on-one counseling:



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

Meeting the 3 Ms - Learning the Basics of Money, Marketing & Management

If you want to start a new business, the three Ms are critical. This seminar offers essential information about Money, Marketing, and Management that will help you assess the feasibility of your business idea. You will then be ready to start writing a business plan and/or creating cash flow projections. Come learn from Linda Sutton about all the valuable free resources available for businesses in Kansas.

The Right Start - Using a Business Plan

Considering starting a company? Maybe you already have one but are not sure what direction to go. Every business needs a business plan. In this fast-paced 2 hour session, you will learn how to develop a business plan and its importance, as well as the primary business pitfalls to avoid. Business structures and loans will also be explained by Linda Sutton.

Cash Flow Made Easy

Not sure what a cash flow is? Come and learn how to project business income and expenses. Learn how to calculate estimated monthly sales and costs by line item. Linda Sutton will help you determine the amount of money needed for your project. A great seminar to understand future needs for your startup or existing business.

State Tax Workshop

As a small business owner, you know you need to pay taxes. But where do you start and what do you file? What is taxable or tax exempt? And are you currently doing it right? Experts from the Kansas Department of Revenue will cover the basics of sales tax, withholding tax, and record keeping.

3 CPE or CLE credits available with prior arrangement.

State Tax Workshop for Contractors

Do you provide plumbing, carpentry, electrical, roofing, heating/air conditioning, or related services? This workshop is devoted exclusively to sales tax issues for contractors, subcontractors, and repairmen. A representative from the Kansas Department of Revenue will teach you how sales tax applies to materials and labor, sales tax returns, exemption certificates, billing, and related issues. Find out what you need to know.

Money Action Program for Your Business & You

Are your personal finances affecting your business or vice versa? If so, Shara McMichael with Consumer Credit Counseling Services, Inc. will walk you through the basic steps to gain control of your credit, develop a budget, and reduce your debt for you and your business.

Women Entrepreneurs in Business Located in North Central Kansas

An informal networking group has formed for women who own/operate businesses in North Central Kansas. The goal? To network, brainstorm, and meet other women who face the daily challenges you encounter running your own business. No cost, registration, or obligation. Just let us know you will be attending. Meet with us the second Wednesday of the month quarterly at 7 PM at various locations in NCK.

North Central Kansas Small Business Development Center

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Concordia, KS 66901

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(785) 243-2014 fax

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www.ncksbdc.com

Linda Sutton M.B.A.,
Business Consultant

Linda.Sutton@ncksbdc.com

Developing Your Online Presence

This seminar is for you if you need a web site for your business but do not know where to start. You will be introduced to e-Business. Learn the 8 steps to web site development: domain name registration, site content, website design, server/hosting options, payment options, security, marketing, and website maintenance. Lastly, learn the things to avoid in e-commerce and how to start correctly.

QuickBooks® Training

Choose from our four classes that have been tailored to meet your business needs based on your QuickBooks skill level and type of industry you are in.

Introduction to QuickBooks®

If you have ever considered QuickBooks but have not "made the jump" this class is a quick intro to QuickBooks to show owners of different types of businesses how using QuickBooks can save them time and money. Learn the true costs of using QuickBooks and its benefits.

QuickBooks® for Farming & Ranching Operations

Whether you are new to QuickBooks or are a current user, in this class you will learn the basics of how QuickBooks can be used in your farming operation. The class will use specific examples directly related to farming including splitting a loan payment, entering a co-op patronage dividend, splitting a co-op bill, recording equipment and livestock purchases and trades and booking a new loan.

QuickBooks® Advanced for Retail & Inventory

You may be using QuickBooks, but are you getting the information you need? This class explores the use and implementation of QuickBooks to manage your invoicing, receivables, accounts payable and inventory.

QuickBooks® Advanced for Service Businesses

You may be using QuickBooks, but are you getting the information you need? This class explores the use and implementation of QuickBooks in a service business. It goes through the use of estimates and invoicing to manage the sales process of your business. Then works through examples of accounts receivables and accounts payable management.

Bring your own laptop and your own QuickBooks file as Scot Henderson, Certified QuickBooks Pro Advisor and public accountant with Long & Associates Public Accountants, Inc., will personalize the class for the attendees. Each class ends with a Q&A period.

FLIP THE PAGE TO REGISTER!!



NCK SBDC

continues to serve 11 counties in
North Central Kansas

Clay	Cloud	Dickinson
Ellsworth	Jewell	Lincoln
Mitchell	Ottawa	Republic
Saline	Washington	



Small Business Development Center
 Cloud County Community College
 2221 Campus Drive, PO Box 1002
 Concordia, KS 66901-1002

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

Meeting the 3 Ms *Advanced Registration Required; free*

- Wednesday, October 7, 3-5 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina
- Wednesday, October 14, 10 AM-Noon; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Monday, November 2, 10 AM-Noon; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Thursday, November 19, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina
- Wednesday, December 2, 6-8 PM; OCCK, Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Wednesday, December 9, 1-3 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina

The Right Start - Using a Business Plan *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*

- Wednesday, October 7, 6-8 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina
- Monday, November 2, 1-3 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Thursday, December 17, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina

Cash Flow Made Easy *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*

- Wednesday, October 14, 1-3 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Thursday, November 19, 1-3 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina
- Monday, December 14, 6-8 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia

Women Entrepreneurs in of NCK *NO Registration; free but please R.S.V.P.*

- Wednesday, October 14, 7 PM; Kirby House Restaurant, 205 N.E. 3rd Street, Abilene; Contact Vangie Henry to R.S.V.P. at 785-263-7336 or grtfood@kirby-house.com

State Tax Workshop *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*

- Wednesday, October 28, 1-4 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Thursday, November 12, 1-4 PM; OCCK Inc. (Main Building), 1710 W. Schilling Road, Conference Room, (check in with receptionist), Salina
 **additional parking behind (north) of main OCCK Inc. building; enter from Centennial Road located east of main building

State Tax Workshop for Contractors *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*

- Wednesday, October 28, 10 AM-Noon; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Thursday, November 12, 10 AM-Noon; OCCK Inc. (Main Building), 1710 W. Schilling Road, Conference Room, (check in with receptionist), Salina
 **Additional parking behind (north) of main OCCK Inc. building; enter from Centennial Road located east of main building

Money Action Program for Your Business and You *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*

- Tuesday, October 27, 6-8 PM; Consumer Credit Counseling Services, Inc., 1201 W. Walnut, Salina

Developing Your Online Presence *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*

- Wednesday, November 18, 6-8 PM; Solomon City Hall, 116 W. Main, Solomon

QuickBooks Training *Advanced Registration Required; free*

- Introduction to QuickBooks:** Tuesday, October 13, 10 AM-Noon; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- Advanced Registration Required for \$99 for one or \$170 for two people from the same company*
- QuickBooks for Farming & Ranching Operations:** Tuesday, November 17, 1-5 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- QuickBooks Advanced for Service Businesses:** Tuesday, October 13, 1-5 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- QuickBooks Advanced for Retail & Inventory Businesses:** Monday, November 16, 1-5 PM; Long & Associates, 300 S. 9th (2nd floor Conference Room), Salina
- QuickBooks Advanced for Retail & Inventory Businesses:** Tuesday, October 20, 1-5 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
- QuickBooks Advanced for Retail & Inventory Businesses:** Tuesday, November 10, 1-5 PM; Long & Associates, 300 S. 9th (2nd floor Conference Room), Salina

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.

NOTICE OF NONDISCRIMINATION: Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a veteran or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0205; telephone (316) 978-6791.