



North Central Kansas  
Business Seminars  
JUL-SEPT 2010

# INFORMATION alert!

## Small Business Seminars

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

### JULY

- 12 Website Design Made Easy  
Concordia, OCCK, 1-3 p.m.
- 12 facebook 101—Personal  
Concordia, OCCK, 5-6 p.m.
- 12 facebook 201—Business  
Concordia, OCCK, 6-8 p.m.
- 14 facebook 101—Personal  
Salina, Chamber, 1-2 p.m.
- 14 facebook 201—Business  
Salina, Chamber, 2-4 p.m.
- 14 Website Design Made Easy  
Salina, Chamber, 6-8 p.m.
- 15 Website Design Made Easy  
Salina, Chamber, 10 a.m. - Noon
- 15 Meeting the 3 Ms  
Salina, Chamber, 1-3 p.m.
- 15 Cash Flow Made Easy  
Salina, Chamber, 3-5 p.m.
- 21 Meeting the 3 Ms  
Concordia, NCK SBDC, 10 a.m. - Noon
- 21 The Right Start Using a Business Plan  
Concordia, NCK SBDC, 1-3 p.m.

### AUGUST

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

### SEPTEMBER

- 7 Meeting the 3 Ms  
Concordia, NCK SBDC, 10 a.m. - Noon
- 7 The Right Start Using a Business Plan  
Concordia, NCK SBDC, 1-3 p.m.
- 8 State Tax for Contractors  
Salina, Chamber, 3-5 p.m.
- 8 State Tax Workshop,  
Salina, Chamber, 6-9 p.m.
- 13 Meeting the 3Ms  
Salina, Public Library, CLASS Program  
6-8 p.m., 785-825-4624 to register
- 16 Meeting the 3 Ms  
Salina, Chamber, 10 - Noon
- 16 Cash Flow Made Easy  
Salina, Chamber, 1-3 p.m.
- 29 IRS Tax Workshop  
Salina, Chamber, 5-9 p.m.

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

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 with Q&A time at the end of the seminar.

### 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 a 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? Carl York from the Kansas Department of Revenue will cover the basics of sales tax, withholding tax, and record keeping. Great seminar for anyone who has a Kansas Sales Tax number or needs one. **3 CPE/CLE credits 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, & repairmen. Carl York, 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 regarding sales tax.

### Website Design Made Easy

Have you thought you needed a website for your business but do not want to pay the high costs? Or are you worried that timely changes will not be made to your website? Why not create and maintain your own. This seminar will teach you how to build your own low cost website and maintain it yourself. *You must bring your own laptop so you can begin building your own business website during the class. A credit card or debit card is required during class to acquire a domain name and set up your own website. Space is limited. Advance registration & payment required.*

### IRS Tax Workshop

Are you not sure exactly what you need to do for the IRS when it comes to your business? This workshop will answer those questions and more. Discussion topics will include necessary tax ID numbers, self-employment tax, paying estimated taxes, common business deductions (including business use of the home), and IRS required recordkeeping.

### facebook 101—Setting Up a Personal facebook Account

If you want your business to have a facebook page but do not have your own personal facebook page, this class is for you. You have heard of facebook and everyone around you is using it. But you have no clue where to start. Why

not learn how to set up a personal facebook account for yourself? You will need one in order to set up a facebook page for your business. *You must bring your laptop so you can build your page during class. Space is limited, must register.*

### facebook 201—Growing Your Business on facebook

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 Gill, President Durant, OK Main Street Program, 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 page, go viral, draw on your network, optimize searches, and advertise on facebook to market your business through this social media site. Let facebook help you grow your business free. *You must bring your laptop so that you can build your own business page during class. If you do not have a personal facebook page, you must attend facebook 101 in order to attend this class. Space is limited. Advance registration & payment required.*

### North Central Kansas Small Business Development Center

606 Washington St., Suite C  
Concordia, KS 66901

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NCK SBDC  
serves 11 counties in  
North Central Kansas

Clay  
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Dickinson  
Ellsworth  
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Lincoln  
Mitchell  
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606 Washington St., Suite C  
Concordia, Kansas 66901

ifter

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INFORMATION  
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**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**

*Advance Registration Required; free*

- Thursday, July 15, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina
- Wednesday, July 21, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Tuesday, August 10, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Thursday, August 19, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina
- Tuesday, September 7, 10 AM-Noon; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Thursday, September 16, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina

**The Right Start - Using a Business Plan**

*Advance Registration Required for \$20 or \$30 at the door with no advance registration*

- Wednesday, July 21, 1-3 PM; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Thursday, August 19, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina
- Tuesday, September 7, 1-3 PM; NCK SBDC, 606 Washington Street, (Conference Room), Concordia

**Cash Flow Made Easy**

*Advance Registration Required for \$20 or \$30 at the door with no advance registration*

- Thursday, July 15, 3-5 PM; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina
- Tuesday, August 10, 1-3 PM; NCK SBDC, 606 Washington Street, (Conference Room), Concordia
- Thursday, September 16, 1-3 PM; Salina Area Chamber, 120 W. Ash, (Hall of Fame Room), Salina

**State Tax Workshop**

*Advance Registration Required for \$20 or \$30 at the door with no advance registration*

- Wednesday, September 8, 6-9 PM; Salina Area Chamber, 120 W. Ash, (building behind Chamber—Room A), Salina

**State Tax Workshop for Contractors**

*Advance Registration Required for \$20 or \$30 at the door with no advance registration*

- Wednesday, September 8, 3-5 PM; Salina Area Chamber, 120 W. Ash, (building behind Chamber—Room A), Salina

**IRS Tax Workshop**

*Advance Registration Required for \$40 or \$50 at the door with no advance registration*

- Wednesday, September 29, 5-9 PM; Salina Area Chamber, 120 W. Ash, (building behind Chamber—Room A), Salina

**Website Design Made Easy**

*Advance Registration & Payment ONLY; \$20 - space is limited - must bring laptop*

- Monday, July 12, 1-3 PM; OCKK Inc., 1502 Lincoln St. (Hwy 81), (located south of McDonalds), Concordia
- Wednesday, July 14, 6-8 PM; Salina Area Chamber, 120 W. Ash, (building behind Chamber—Room A), Salina
- Thursday, July 15, 10 AM-Noon; Salina Area Chamber, 120 W. Ash, (building behind Chamber—Room A), Salina

**facebook 101-Setting Up a Personal facebook Account**

*Advance Registration ONLY; \$20 or free with facebook 201 - space is limited - must bring laptop*

- Monday, July 12, 5-6 PM; OCKK Inc., 1502 Lincoln St. (Hwy 81), (located south of McDonalds), Concordia
- Wednesday, July 14, 1-2 PM; Salina Area Chamber, 120 W. Ash, (building behind Chamber—Room A), Salina

**facebook 201-Growing Your Business on facebook**

*Advance Registration & Payment ONLY; \$20 - space is limited - must bring laptop*

- Monday, July 12, 6-8 PM; OCKK Inc., 1502 Lincoln St. (Hwy 81), (located south of McDonalds), Concordia
- Wednesday, July 14, 2-4 PM; Salina Area Chamber, 120 W. Ash, (building behind Chamber—Room A), Salina

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration and Rural Business Development Tax Credits, administered by the Kansas Department of Commerce and as invested by the North Central Regional Planning Commission.

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.