



**North Central Kansas  
Business Seminars  
JULY-SEPT 2009**

# INFORMATION alert!

## JULY

- 8 Meeting the 3 Ms  
Concordia, OCCK, 2-4 p.m.
- 8 Women Entrepreneurs in Business  
Concordia, 6th Street Fashions & Footwear,  
7 p.m.; 785-243-9877
- 22 Meeting the 3 Ms  
Salina, Chamber, 3-5 p.m.
- 22 Cash Flow Made Easy  
Salina, Chamber, 6-8 p.m.
- 28 The Right Start Using a Business Plan  
Concordia, OCCK, 3-5 p.m.
- 29 Business Continuity Planning  
Abilene, Courthouse, 6-8 p.m.

## AUGUST

- 10 Money Action Program for  
Your Business and You  
Concordia, OCCK, 6-8 p.m.
- 11 Meeting the 3 Ms  
Concordia, OCCK, 2-4 p.m.
- 12 QuickBooks Advanced  
Abilene, Courthouse, 5:30-9:30 p.m.
- 17 Business Continuity Planning  
Concordia, OCCK, 6-8 p.m.
- 19 Meeting the 3 Ms  
Salina, Chamber, 3-5 p.m.
- 19 The Right Start Using a Business Plan  
Salina, Chamber, 6-8 p.m.
- 24 Cash Flow Made Easy  
Concordia, OCCK, 2-4 p.m.

## SEPTEMBER

- 8 Meeting the 3 Ms  
Concordia, OCCK, 10 a.m.-Noon
- 10 Meeting the 3 Ms  
Salina, Chamber, 10 a.m.-noon
- 10 Cash Flow Made Easy  
Salina, Chamber, 1-3 p.m.
- 22 The Right Start Using a Business Plan  
Concordia, OCCK, 2-4 p.m.
- 28 Meeting the 3 Ms  
Salina, Public Library, 6-8 p.m.  
785-825-4624 Ext 218 to register
- 29 State Tax Workshop.  
Salina, OCCK Main Building, 9 a.m.-Noon
- 29 State Tax for Contractors  
Salina, OCCK Main Building, 1-3 p.m.

## Small Business Seminars

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

### 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 how much startup costs and working capital needed to begin your project. A great seminar to understand future needs for your startup or existing business.

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

### Women Entrepreneurs in Business Located in North Central Kansas

An informal networking group has formed for women who own 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. Meet with us the second Wednesday of the month quarterly at 7 PM at various locations in NCK. Let us know if you are interested in hosting a meeting at your business.

### Business Continuity Planning

Is your business prepared for a disaster? If not, this seminar will teach you how to plan to survive during a disaster situation. Learn how your business can recover from the consequences and aftermath of a natural or manmade disaster. Dennis Coltsden, Kansas Division of Emergency Management/Homeland Security, will cover topics that include "Best Practices" and "Lessons Learned" as well as "Planning, Preparing & Maintaining a Plan" for your business.

**WE HAVE  
A NEW NAME  
&  
LOCATION  
as of  
July 1, 2009**

**North Central Kansas  
Small Business  
Development Center**

**606 Washington St., Suite C  
Concordia, KS 66901**

**(785) 243-9913  
(785) 243-2014 fax**

**ksbdc@nksbdc.com**

**www.nksbdc.com**

**Linda Sutton M.B.A.,  
Business Consultant**

**Linda.Sutton@nksbdc.com**

### QuickBooks® Advanced

This class is geared for people familiar with QuickBooks. Learn how to invoice customers with customized invoices; assess finance charges & mail statements; the proper way to receive a payment & relieve receivables; make deposits & make life easier when reconciling. Track your payables; learn how to enter bills; pay bills; print checks & record hand written checks. After entering your data, learn how to customize and memorize reports to get needed information. *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 period.

### 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 and You

Are your personal finances effecting your business or vice versa? If so, Shara McMicheal 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 both you and your business.

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  
 Return Service Requested  
 Return Service Requested

NONPROFIT ORG  
 U.S. POSTAGE  
**PAID**  
 CONCORDIA KS  
 PERMIT 57

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, July 8, 2-4 PM; OCCK, Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
  - Wednesday, July 22, 3-5 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina
  - Tuesday, August 11, 2-4 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
  - Wednesday, August 19, 3-5 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina
  - Tuesday, September 8, 10 AM-Noon; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
  - Thursday, September 10, 10 AM-Noon; 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*
- Tuesday, July 28, 3-5 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
  - Wednesday, August 19, 6-8 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina
  - Tuesday, September 22, 2-4 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia

- Cash Flow Made Easy** *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*
- Wednesday, July 22, 6-8 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina
  - Monday, August 24, 2-4 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia
  - Thursday, September 10, 1-3 PM; Salina Area Chamber, 120 W. Ash, Room A (in building behind Chamber office), Salina

- Women Entrepreneurs in of NCK** *NO Registration; free but please R.S.V.P.*
- Wednesday, July 8, 7 PM; 6th Street Fashions & Footwear, 218 W. 6th Street (downtown), Concordia; Contact Shari Haug to R.S.V.P. at 785-243-9877

- State Tax Workshop** *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*
- Tuesday, September 29, 9 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

- State Tax Workshop for Contractors** *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*
- Tuesday, September 29, 1-3 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

- Money Action Program for Your Business and You** *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*
- Monday, August 10, 6-8 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia

- Business Continuity Planning** *Advanced Registration Required for \$20 or \$30 at the door with no advanced registration*
- Wednesday, July 29, 6-8 PM; Dickinson County Courthouse, 109 E Main, Abilene
  - Monday, August 17, 6-8 PM; OCCK Inc., 1502 Lincoln Street (Hwy 81), (located south of McDonalds), Concordia

- QuickBooks Advanced** *Advanced Registration Required for \$99 for one or \$170 for two people from the same company*
- Wednesday, August 12, 5:30-9:30 PM; Dickinson County Courthouse, 109 E 1st, Basement Meeting Room (enter courthouse from south side), Abilene

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.