Financial Assumptions Worksheet

Write down what each number in your cash flow and business plan is based on. A lender reads the assumptions as closely as the numbers — and writing them down shows you where a guess needs a quote.

Use it alongside the Business Plan Financials workbook. The amounts here are your estimates — monthly for running costs, a total for one-time items; the workbook does the totals.

Business name | **Prepared by** | **Date**

Sales

Sales forecast

Per month $

Units you plan to sell and the price per unit — or, for a service, the hourly rate and hours billed.

Cost of sales

Product cost

Per month $

Inventory and materials. Give the major categories.

Direct labour

Per month $

Manufacturing only: wages to make the product. How many staff, at what average wage? Otherwise put wages under Wages and benefits.

Operating expenses

Wages and benefits

Per month $

How many staff, and the average wage.

Advertising

Per month $

What kind, the cost per issue or event, the result you expect, and how you will measure it.

Accounting, legal and other professional fees

Per month $

Which service, how often, and what it costs — monthly bookkeeping, year-end tax preparation, legal advice.

Bank charges and interest

Per month $

Line of credit limit and rate, monthly bank fees, point-of-sale and card processing rates. Get quotes; do not guess.

Dues, fees, licences and memberships

Per month $

List each one and its cost.

Delivery

Per month $

Freight, courier and postage. Give the major categories.

Insurance

Per month $

Liability, contents, product. What is covered and what it costs. Get two or three quotes.

Interest on long-term debt

Per month $

The interest part of each loan payment. The principal part goes under Cash out, below.

Maintenance and repairs

Per month $

Equipment, building, yard upkeep, snow clearing.

Motor vehicle

Per month $

Fuel, repairs and insurance. Make sure the vehicle is insured for business use.

Office expenses

Per month $

Give the major categories.

Supplies

Per month $

Items that are not inventory or office supplies — cleaning supplies, paper towels.

Rent

Per month $

The lease terms, including when it ends and any renewal options.

Mandatory employer costs

Per month $

On top of wages, an employer pays: Canada Pension Plan, matching the employee's 5.95%; Employment Insurance, 1.4 times the employee's 1.63% (2.28%); vacation pay, at least 4% (6% after five years); and WorkSafeBC premiums, which vary by industry. Benefits such as extended health are extra. 2026 rates — check them each year.

Telephone and internet

Per month $

Monthly rates and installation charges, for mobile, landline and internet.

Utilities

Per month $

Heat, light, water, sewer. Monthly rates and any hook-up charges.

Cash in

Owner or shareholder investment

Total $

Who is investing, how much, and on what terms.

Loan advances

Total $

Loans you expect to receive, and when.

Cash out

Principal loan payments

Per month $

The principal part of each loan payment.

Capital purchases

Total $

Equipment and other assets. Use the list in your business plan, and make sure the totals match.

Owner or shareholder draws

Per month $

What the owners will take out of the business each month.

Income tax

Per month $

A small incorporated business in BC pays 11% on active business income up to $500,000 — 9% federal and 2% provincial. A sole proprietor's rate depends on their personal tax bracket. If net income is between $15,000 and $50,000, set aside at least 15%; setting aside more is safer than too little. Talk to a tax professional about your own situation.

Before you finish

- Did you include snow clearing and other expenses that come around only once or twice a year?
- Is there enough advertising to bring in the customer traffic your sales projection needs?
- Does every capital purchase match the list in your business plan?

We recommend you check your tax planning with a tax professional.