



Small Business Financial Management Kit For Dummies

By Tage C. Tracy, John A. Tracy

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If you're a small business owner, managing the financial affairs of your business can seem like a daunting task—and it's one that far too many people muddle through rather than seek help. Now, there's a tool-packed guide designed to help you manage your finances and run your business successfully!

Small Business Financial Management Kit For Dummies explains step by step how to handle all your financial affairs, from preparing financial statements and managing cash flow to streamlining the accounting process, requesting bank loans, increasing profits, and much more. The bonus CD-ROM features handy reproducible forms, checklists, and templates—from a monthly expense summary to a cash flow statement—and provides how-to guidance that removes the guesswork in using each tool. You'll discover how to:

- Plan a budget and forecast
- Streamline the accounting process
- Improve your profit and cash flow
- Make better decisions with a profit model
- Raise capital and request loans
- Invest company money wisely
- Keep your business solvent
- Choose your legal entity for income tax
- Avoid common management pitfalls
- Put a market value on your business

Complete with ten rules for small business survival and a financial glossary, *Small Business Financial Management Kit For Dummies* is the fun and easy way® to get your finances in order, perk up your profits, and thrive long term!

Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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Editorial Review

Review

'...aims to put all small business owners in a position where they understand how to manage the money in their organisation.' (Bookworm73.wordpress.com, May 2011).

From the Back Cover

Perk up profits and protect your assets

The fun and easy way® to manage your company's finances and remain solvent

Need to get a handle on the financials of your business? This hands-on guide has all the tools you need to manage your day-to-day affairs and grow your business, from preparing financial statements to improving cash flow. The CD features down-to-earth templates to help you run your business, along with step-by-step guidance.

all this on the bonus CD-ROM

Realistic, down-to-earth Excel-based templates that you can tailor-fit to your business.

Use the templates to analyze different scenarios so that you can make better decisions.

The templates provide many useful forms and formats for P&L and cash flow reports, and for many other financial statements and reports that are critical in managing your business.

For details and complete system requirements, see the CD-ROM appendix.

Discover how to:

Plan a budget and forecast

Streamline the accounting process

Raise capital and request loans

Invest company money wisely

Choose your legal entity

Avoid common management pitfalls

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About the Author

Tage C. Tracy, CPA, is the co-author, along with John Tracy, of *How to Manage Profit and Cash Flow*.

John A. Tracy, CPA, is the author of *Accounting For Dummies*.

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