

*Presents*

# USING FINANCIAL TOOLS WHEN STARTING A NEW BUSINESS

This very useful seminar will walk you through the process of how to handle the paperwork and accounting needed to start your business. It will also review and explain the different business structures that you may select for your business's structure, including sole-ownership, partnerships, corporations and LLC's. In addition, this seminar will show you what a "chart of accounts is", why you need it, and how to set it up to help you to successfully run and manage your business. You will be provided with materials that you can take home that identify, simplify, and de-mystify the paperwork that you'll need to help you launch and succeed in your business. If you're already in business, but not sure of how to manage its structure and accounting, this seminar will help you to find solutions as well!

*Presented by*

***Ellie Hollis.*** Ellie has been associated with SCORE Chapter 439 since 1994. She has practiced accounting for more than 45 years as controller and/or treasurer for numerous small companies and in private practice as owner-operator of an accounting and tax service. She also had the distinction of being one of the few female general managers of a U.S. radio station. For a number of years, Eleanor taught the Chapter's basic training program for new business startups. She commonly co-counsels on setting up clients' charts of accounts and financial statements as well as maintains the financial records of a number of nonprofit SCORE clients.

*Highlights (Teaching Points) Of This Seminar:*

- **The Difference between Sole Ownership, a Partnership, Corporations and LLC's**
- **Understanding & determining the business structure that's best for your business.**
- **Licenses you'll need to understand and use to establish and run your business**
- **Start-up Costs and Hiring expenses you may need to plan for.**
- **Setting up your Books and Bookkeeping**
- **Working with, and setting up, a "Chart of Accounts" for your business.**

**WHEN:** Usually, from 9:30 to 12:30 on Saturdays. Specific dates and locations may be found by calling the SCORE office at (727)-842-4638, or by logging on to [www.score439.org](http://www.score439.org) and clicking "Seminars".

**WHERE:** At the SCORE office in the Bank of America building: 6014 US Highway 19, New Port Richey. Park in rear of the building, enter the rear door, and take the elevator to Suite 302 on the third floor.

Excellent handouts are provided to all participants. There is a modest \$20 fee for this course, payable at the door, or via PayPal. Pre-registration is preferred. Please sign up on our website ([www.score439.org](http://www.score439.org)).

This program is available to the general public.