

PAWNEE COUNTY MICRO LOAN APPLICATION INSTRUCTIONS

Congratulations!!! You've decided to start a business of your own or expand your present business. The Pawnee County Micro Loan Program is designed to help you by making available loans of up to \$15,000.

There are some basic qualifications that must be met to be eligible for these loans.

- 1) The Business must have 5 or fewer employees, including the owner.
- 2) At least 51% of the employees of the business, which includes the owner must meet a low-to-moderate income (LMI) standard.
- 3) You must be a resident of Pawnee County and you may not be delinquent in your taxes.
- 4) These funds may not be used for financial restructuring or "bail-outs."

Attached are the loan application forms that you will need to complete. We have tried to make these forms as easy as possible, but the Review Committee needs to have some basic information about you and your business in order to make a decision about approving your loan request.

The Pawnee County Economic Development Commission office is available to help you complete these forms if needed. If you have any questions or need help with the forms you can call the number below or make an appointment to come into the office where we can help you.

Pawnee County Economic Development Commission
502 Broadway
Larned, KS 67550
(620)285-6916

INSTRUCTIONS FOR APPLICATION PAGE:

Provide the information requested.

Please tell us what you plan to do with funds;

Example: "Buy equipment" \$4,000
 "Working Capital" \$5,000
 "Purchase Building" \$6,000
 \$15,000

INSTRUCTIONS FOR A "BUSINESS PLAN"

This is simply a statement of what you plan to do, when you plan to do it and what kind of results you expect. Keep it simple.

Example: I plan to set up a shop in my garage where I can manufacture widgets. To do this I need to buy a "widget maker" and some supplies. If the loan is approved, I will buy the equipment in October 2001 and begin making the widgets. Between October 2001 and April, 2002 I can make 1,000 widgets which will sell for \$10 each (\$10,000.)

Example continued:

In May 2002 I will add another widget maker and hire an employee to help make more widgets. We will make about 4,000 widgets between May 1, 2002 and April 30, 2003. The price of widgets will increase to \$12 and will have gross sales of \$48,000.

INSTRUCTIONS FOR "FINANCIAL STATEMENT"

ASSETS

Current Assets are things like the balance in your checking account, money someone may owe you that should be paid soon.

Intermediate Assets include vehicles, equipment, and other real property items that have a life of more than 3 years.

Long Term Assets are real property items that have a life longer than 10 years; examples include such things as your home, rental property, farmland, etc.

LIABILITIES

Current liabilities are bills that you owe which are due and payable within one year. Taxes due, credit card balances, short term bank notes, etc.

Intermediate liabilities are those items, which you owe and which will be paid within 2-5 years. Loans from a bank, purchases made on a contract with a current balance, expenses of college for your children, or notes that you may have co-signed, etc.

Long term liabilities are ongoing debt obligations such as mortgage on your home or other property.

CASH FLOW PROJECTION

Please provide estimates on how much your business will make and what your expenses will be for a three year period. You may not have income or expenses in all of the categories listed, but please be certain to include everything you can think of. Again, if you need some help with this contact the Pawnee County Economic Development Commission office.

INCOME TAX RETURNS

Please provide tax returns for the last three years.

CREDIT CHECK

By signing and submitting the Financial Statement, you have authorized the Micro-loan Committee to obtain credit information to verify the information you have provided. This information is strictly confidential and your privacy will be respected. The only individuals who will have access to this information are the members of the Micro-Loan Review Committee and the Micro-Loan Administrator.

Please feel free to provide any written information or material that you think will assist the committee in reviewing your application.

PAWNEE COUNTY MICRO LOAN
APPLICATION

Amount of Loan Request _____

Name of Applicant: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Social Security Number _____

Name of Company: _____

Business Address: _____

City: _____ State _____ Zip _____

Phone: _____ fax _____

Type of Business _____

Is this an existing business? _____ Yes _____ No or New Business _____

Is this business a corporation _____ Yes _____ No

Current number of employees _____ Projected employees in 12 months _____

Proposed use of Loan Proceeds	AMOUNT
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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Requested term of loan (IN YEARS) _____	TOTAL _____
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Signature _____

Date _____

PAWNEE COUNTY MICRO LOAN

FINANCIAL STATEMENT

NAME: _____
 ADDRESS: _____
 TELE #: () _____

DATE: _____
 SSN# / ID#: _____

INDIVIDUAL _____
 PARTNERSHIP _____
 CORPORATION _____

ASSETS		LIABILITIES	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash - Checking Acct.	_____	Notes Payable (due within 1 year):	_____
Time - Savings Acct.	_____	Lender:	_____
Accts. - Notes Receivable	_____	_____	_____
Cash on Hand	_____	Others:	_____
_____	_____	_____	_____
_____	_____	Accounts Payable:	_____
_____	_____	_____	_____
_____	_____	Real Estate Taxes Payable	_____
_____	_____	Income Taxes Payable	_____
_____	_____	_____	_____
Prepaid Expenses	_____	_____	_____
_____	_____	_____	_____
TOTAL CURRENT ASSETS:	_____	TOTAL CURRENT LIABILITIES:	_____
INTERMEDIATE TERM ASSETS		INTERMEDIATE TERM LIABILITIES	
Auto. Trucks, (Sch E)	_____	Pmt. Due	
Machinery & Equipment (Sch E)	_____	_____	_____
Cash Value Insurance (Sch F)	_____	_____	_____
Stocks, Bonds (Sch D)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL INTERM. ASSETS:	_____	TOTAL INTERM. LIABILITIES:	_____
LONG TERM/FIXED ASSETS		LONG TERM LIABILITIES	
Real Estate (Sch A)	_____	Pmt. Due	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Pensions &/or Annuities	_____	_____	_____
TOTAL FIXED ASSETS:	_____	TOTAL LONG TERM LIAB:	_____
_____	_____	TOTAL LIABILITIES:	_____
TOTAL ASSETS:	_____	PRESENT NET WORTH:	_____
_____	_____	TOTAL LIAB. & N/W:	_____

PAWNEE COUNTY MICRO LOAN
FINANCIAL STATEMENT

SCHEDULE A - Real Estate - Owned or Rented

REAL ESTATE OWNED

Description and Location	Owners	Cost	Value	Liens	Due Date	Holder of Mtg.

REAL ESTATE RENTED

Description and Location	Terms	Market Value	Owner

Worker's Compensation
Accident, Health, Life Insurance?

Declared bankruptcy in the last 10 years? Yes No
Are any Suits pending against you? Yes No

SCHEDULE D - Bonds and Securities

No. Shares or Par Value	Description

SCHEDULE F - Life Insurance

Insurance Company	Beneficiary	Value	Value

This financial statement is provided for the purpose of obtaining credit or for the applicant(s) guaranteeing credit for others. Applicant(s) acknowledge that representations made in this statement will be relied on by Lender in its decision to grant such credit. This statement is true and correct in every detail and accurately represents the financial condition of the applicant(s) on the date given below. Applicant(s) will promptly notify Lender of any subsequent changes which would affect the accuracy of this statement. Lender is authorized to retain this statement, whether or not the credit requested is approved, and to make all inquiries necessary to verify the accuracy of this statement. Lender is further authorized to answer any questions about Lender's credit experience with applicant(s). Applicant(s) are aware that any knowing or willful false statements regarding the value of the property for purposes of influencing the actions of the Lender can be a violation of federal law 18 U.S.C. 1014 and may result in a fine, imprisonment, or both.

Signature _____ Date _____

Signature _____ Date _____

**PAWNEE COUNTY MICRO-LOAN
CASH FLOW PROJECTION**

Name: _____ Period Beginning: _____ Ending: _____ Date: _____

BEGINNING OPERATING BALANCE: _____

INCOME:

Other Income _____

TOTAL BUSINESS INCOME _____

Non-Business Income _____

Non-Business Div/Interest/Wages _____

Gifts, Inheritance & Other _____

TOTAL OTHER INCOME _____

TOTAL INCOME _____

EXPENSES:

Advertising _____

Bad Debts _____

Vehicle Expense _____

Commissions & Fees _____

Insurance _____

Interest _____

Legal/Professional Services _____

Office Expenses _____

Repairs & Maintenance _____

Supplies _____

Taxes & Licenses _____

Travel/meals/entertainment _____

Utilities _____

Wages _____

Other Expenses _____

TOTAL BUSINESS OPERATING EXPENSES: _____

Equipment (Principal) _____

Land (Principal) _____

Leases/Other _____

TOTAL PRINCIPAL, LEASES & OTHER PAYMENTS _____

CASH FLOW PROJECTION CONTINUED

Living/Management _____

Federal Income & Social Security Tax _____

State Income Tax _____

Non-Business Expense _____

Other Outflows _____

TOTAL MANAGEMENT, TAXES & OTHER WITHDRAWALS: _____

TOTAL EXPENSES, PAYMENTS, TAXES & OTHER WITHDRAWALS _____

NET CASH FLOW _____