



YOUTH BUSINESS PLAN TEMPLATE

DEVELOPED BY AKIPTAN, INC.



YOUTH BUSINESS PLAN TEMPLATE

Date _____

Business Logo Yes No

Business Name _____

Owner Names _____

Address _____

City _____

State _____ Zip _____

Phone Number _____

Website _____



EXECUTIVE SUMMARY

In your executive summary you list the basics of your business. Keep it simple as you will elaborate later on. You will list the following in your executive summary:

Your Objective - List the overview and objective your business.

Products and Services - What problem are you trying to solve for your customers? How do your products and services help to solve this?

Target Market - Who are your customers for your products?

Marketing Plan - What is your marketing strategy? How will you market your products, give a brief overview here?

Competitive Approach - What does the current market look like for you product right now and who also sells the products?

Finances and Budget Allocation - How do you plan on financing your business? What does your budget look like?

Plans for operating your business - Do you need to hire employees? Where are you located? What equipment do you require?

Key Performance Indicators (KPI) - How will you measure success and performance in your business?



COMPANY DESCRIPTION

Overview of your business in 2-3 sentences . List how you started, what type of business you have - Sole Proprietorship, LLC, C Corp or S Corp.

Mission Statement - A one or two sentence tagline that catches your target audience’s attention. Focus on what your business does and what makes it unique.

Vision Statement - A one or two sentence goal for your business. What is the long term vision for your business?

Products, Services and Pricing - Overview of your products and what makes them unique.

Market Analysis and Plan - What market are you targeting? What is your plan to reach your sales goals?.

Competitive Analysis - Who are your competitors and how are you different?

Sales/Distribution - Marketing overview.



ORGANIZATION AND MANAGEMENT

1. Internal staff structure - List your existing team and roles that you see are needed.

2. Marketing process - A detailed process of where you market, how you market.

3. Location - List where you are located, include all in person locations as well as online presence.

- 4. Quality control - Process and details of how your product is created and stored to meet a consistent quality standard.**

- 5. Inventory - List of all materials, where you store them and any other inventory details.**

- 6. Vendors or suppliers - Names and contact information of key vendors, along with contracts, payment terms and inventory or services they provided.**



OPERATIONAL DOCUMENTS

Attach the following documents to your business plan or explain in detail how you will obtain these documents

1. **Permits and Licenses (Sales tax permit, business licenses)**

2. **Articles of Incorporation (your state Small Business Association aka SBA can assist with this)**

3. **By-Laws (your state SBA can assist with this)**

4. **State, tribal or city permits**

5. **EIN # (you will want to visit the Internal Revenue Service aka IRS website to get familiar with the type of business you will create and to apply for an EIN)**

6. **Leases - Land, building or other leases**

7. List of assets - Equipment, vehicles, products you own

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8. Contracts - Vendors, sales/purchase, etc.

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9. Property documents Blueprints, deeds, building information.

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10. Labor trade agreement

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11. Proof of Insurances between Insurances and Crop

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12. Tribal citizenship documents

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FINANCIAL PLAN

An indepth listing or explanation of your financial elements and documents

A. 3 year Cash flow Projections (with explanations)

B. Balance Sheet (what your business owns and owes, $Assets = Liabilities + Owner's Equity$)

C. Sales Plan (sales goals and how you plan to reach them)

D. Tax Returns (if established)

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E. Quotes, receipts, and records that explain expenses

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F. Loan (s) (if applicable)

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CASH FLOW SUMMARY

Please complete your estimated costs.

To learn more about a cashflow summary click here: <https://www.youtube.com/watch?v=niKgI0DZYFM>

Income	Year _____	Year _____	Year _____
Agriculture Related Income			
Non Agriculture Related Income			
Total Income			
Operating Expenses			
Advertising/Marketing			
Bookkeeping/Accounting			
Conservation Expenses			
Cost of Goods Sold			
Custom Hire/Labor			
Equipment Rent			
Feed, Grain & Roughage			
Feed Supplement			
Freight & Trucking			
Gas/Fuel			
Land Rent			
Legal Fees			
Licenses and Insurances			
Office Supplies/Expenses			
Repairs and Maintenance			
Seeds and Planting			
Supplies			
Taxes			
Utilities			
Vet. Breeding & Medicine			
Other			
Loan Payment #1			
Loan Payment #2			
Loan Payment #3			
Operating Interest			
Total Expenses			
Cash on Hand After Ranching (Subtract Expenses from Income)			
Non Agriculture Related Expenses (Living Expenses)			
Ending Cash on Hand (Subtract Cash on Hand from Non Agriculture Expenses)			

BALANCE SHEET

Please complete this sheet to the best of your ability.

To learn more about a balance sheet click here: <https://www.youtube.com/watch?v=aKjhDqp7zNI>

Ranch/Farm Business			
Current Assets		Current Liabilities	
	Total		Total
Intermediate Assets		Intermediate Liabilities	
	Total		Total
Long Term Assets		Long Term Liabilities	
	Total		Total
Total Farm Assets		Total Farm Liabilities	
Personal			
Current Assets		Current Liabilities	
	Total		Total
Intermediate Assets		Intermediate Liabilities	
	Total		Total
Long Term Assets		Long Term Liabilities	
Total Off Farm Assets		Total Off Farm Liabilities	
TOTAL ASSETS		TOTAL LIABILITIES	



SWOT ANALYSIS

The four points of a proper SWOT analysis are Strengths, Weaknesses, Opportunities and Threats. Strengths and Weaknesses are part of the internally business evaluation. Opportunities and Threats look at competition and things going on externally in the business.

Strengths

1. Things your business does well

2. Qualities separate from competitors

3. Internal knowledge and competitors

4. Assets

Weaknesses

1. Things your business lacks

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2. Any resource limitations

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3. Credit limitations

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4. Accounting Knowledge

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Opportunities

1. Underserved markets

2. Few competitors

3. Needs of your products

4. Free media coverage

Threats

1. Competitors

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2. Equipments needs

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3. Office space

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SUPPORTING DOCUMENTS

Any supporting documents that you may need to reference for applications with the Tribe, State, or Federal programs

1. Other contracts - NRCS, FSA Programs, Tribal Programs, etc.

2. Certifications - Business class, Tribal monitor training certificates, etc.

3. Advisory mentors - list any available mentors who you can rely on for questions you may have





Akiptan, Inc.

PO Box 858

Eagle Butte, SD 57625

605-301-0581 | info@akiptan.org

www.akiptan.org