

1. Payroll 21.43% – 27.6%
(see Employee Cost calculator at <https://quickbooks.intuit.com/r/employee-cost-calculator/>)
Per Employee:
 - a. Social Security $6.2\% \times 2$ (employee & employer share) = 12.4%
 - b. Medicare $1.45\% \times 2$ (employee & employer share) = 2.9%
 - c. Federal Unemployment -- 6% on the first \$7,000 in wages that you paid to an employee during the calendar year
 - d. State Unemployment -- .13% to 6.3% (depending on rate from MT Unemployment Insurance Bureau) on the first \$33,000 in wages paid to an employee during the calendar year
2. Insurance
 - a. Varies by industry; shop around for best rates
3. Workman's Compensation varies by industry. I usually add it to the payroll expense amount.
 - a. Montana State Fund (most common)
 - b. Self-insured funds
 - c. Private carriers
4. Cost of Goods Sold percentage versus actual costs
 - a. COGS will always be a percentage of sales. You need actual fixed costs to get the percentage.
5. Payroll versus draw
 - a. An owner of the business can take wages as either payroll, which is taxed as earned, or as an owner's draw, which is taxed at the end of the year.
6. Draw versus profit
 - a. Profit, as in Net Income, at the end of the year will be considered Owner's Draw and will be taxed at the individual rate.
7. Completing the other Forms in the Cash Flow Tabs: Breakeven
8. The cash flow gap – how fill?
 - a. Micro loan, loans, collateral support program, raising prices
9. RMA data and the SBDCS; Profitcents
 - a. Profitcents report data is driven by NAICS code
10. SBDC Website Examples: with link and discussions (webinar)
 - a. All the SBDC's webinars <https://sbdc.mt.gov/classroom>
11. Tab: Sources and Uses of Funds
12. Tab: Personal Financial Statement