

## From The Editor...

### BUDGET AND ANNUAL PLANNING PROCESS

In case you haven't looked at your calendar it's November, the eleventh month of the year. That means the end of the year is just around the corner, and the New Year will be here, in some cases, before we would like it to be. In other cases, however, it may be a welcome happening to get the current year closed and a new one started.

November is a great time to begin next year's plan and budget for your business. In fact, to be truthful, it may be even a little late if your business is complex. In any event a plan and budget for the next year should be a must for any business. Imagine getting into your vehicle and driving with no idea of where you are going, what route you will take to get there, how long it will take to get to where you may be going, and how you will pay for what you might need. Well, running a business with no plan or budget is careless, too.



Many business owners feel that they are working so hard in their businesses that they can't take the time to write a plan or do a budget; well, just maybe a plan and a budget could provide the tools that are needed so there will be time to devote to that plan and budget for next year.

Other business owners feel that they don't have the expertise needed to write a plan or do a budget. In truth, neither is very hard, and both only need to be as detailed as you want them to be.

The elements of a plan should include a S.W.O.T. (strengths, weaknesses, opportunities, and threats) analysis. Use the S.W.O.T. to build on the strategies and actions that need to occur in your business to build on the strengths, overcome any weaknesses, take advantage of the opportunities, and manage the threats.

A budget can be very easy to create. Start with your fixed expenses (rent, utilities, phone, insurance, etc.). Then, look at your other expenses for the current year and determine what percentage each might increase in the next year. Total all the expenses, then build the revenues needed to cover the expenses, carry any receivables, pay for any fixed assets needed (also considering financing any fixed assets in order to preserve cash), build resources for growth and/or expansion, oh yes, pay yourself a decent living wage.

If you need help with a plan and budget for your business, contact a **Silver Fox Advisor** today. Remember, having experience on your side always helps. We encourage you to visit our Website at [www.silverfox.org](http://www.silverfox.org) or [www.silverfoxadvisors.com](http://www.silverfoxadvisors.com) to select a **Silver Fox Advisor** and also to learn more about the **Silver Fox Advisors**, as well as our great programs and community outreach endeavors. ♦

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