



## NEWS RELEASE – City of Cottonwood, AZ

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### For Immediate Release

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Contacts: Andrea Harless, BAC Business Representative

(928) 634-0260

[aharless@cottonwoodaz.gov](mailto:aharless@cottonwoodaz.gov)

### **Four Instruments for Your Small Business**

**Friday, July 27<sup>th</sup>, 11:30-1:00. Presented by Bill Bolin from STS.**

Anyone starting a small business and wanting to know what instruments/documents are essential for running a business, are encouraged to attend this workshop.

#### **Main topics:**

- How to prepare a cash flow statement.
- How to create a business plan.
- How to create an income statement.
- How to create a balance sheet.

#### **Other topics to be discussed:**

- Learn how to be most productive – Get organized, know what your expenses are and how much revenue you need to produce.
- Find out what you need to get a small business loan.
- How to act and look like a professional while working from home.

**This is a “Lunch and Learn” workshop. You provide your own refreshments or snacks.**

**Reservations are required. Please contact Andrea at the BAC to reserve your seat, 634-0260 x216**