

Mather Business Information Center



2008 Calendar
July - Dec

10638 Schirra Ave
Mather, CA 95655
916- 228-3129

M, W, Th, 8:30 AM-5:00 PM; Tu, 10:00AM-5:00PM;
Fr, 8:30AM-4:45PM; Sat, 9:00AM-2:00 PM.

<p>Thursday July 10, 2008</p> <p>9:00AM-12:00PM Instructional Overview</p> <p>12:30PM-3:00PM *Optional Hands on Computer Lab</p> <p>To register: Go to www.sacscore.org Or call 916-228-3129</p>	<p>Quickbooks</p> <p>Presenter Ken McCann, of SCORE,</p> <ul style="list-style-type: none"> • Class size for the lab portion is limited to the number of computers available. If you have a Lap Top with Quickbooks installed you may bring it with you. Please let us know when you register. • Fee: \$30 per session, online registration. 	<p>Workshop Covers:</p> <ul style="list-style-type: none"> • Sales Invoicing and A/R • Time Billing & Payroll • Purchasing & Inventory • Bill Payment and A/P • Cash & Credit Card Processing • Bank Deposit & Reconciliation • Month-end & Financial Reports • Plus Hands on Practice
<p>Wednesday July 23, 2008</p> <p>9:00AM -1:00PM</p> <p>To register: call 916-635-9085</p> <p>For more information, call 916-228-3129</p>	<p>Pre-Business Orientation</p> <p>Presented by SCORE, counselors to America's Small Business</p> <p>Free</p> <p>To register, call 916-635-9085</p> <p>Online registration for this class is not available</p>	<ul style="list-style-type: none"> • If you are thinking about, wanting to, or planning to start a business, take this workshop before you do anything. Do not invest either time or money until after you have attended. • Find out if owning a business is for you. This workshop is a must for anyone wanting to start a business. It provides a business overview and covers topics such as: the demands of ownership, why businesses fail, false precepts of starting a business, hiring, business structures, finding money, permits and licensing, and finding resources.
<p>Wednesday August 6, 2008</p> <p>9:00AM -12:00PM</p> <p>For more information and to register call 916-228-3129</p>	<p>Business Entities</p> <p>Presented by California Society of Enrolled Agents</p> <p>Free</p> <p>To register, call 916-228-3129</p>	<p>Workshop Covers:</p> <ul style="list-style-type: none"> • Types of Legal Entities Available • Tax Comparisons, which is best • Retirement Plans Available • Legal / Governance Issues
<p>Monday August 11, 2008</p> <p>9:00AM -12:00PM</p> <p>For more information and to register, call 916-228-3129</p>	<p>Doing Business with the County of Sacramento</p> <p>Presented by Sacramento County Contract & Purchasing Services Division</p> <p>Free</p>	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Successful Proposal Development • Successfully responding to a bid • How to promote your business to the right Sacramento Co department • Information on the county's procurement opportunities program • Small Business Outreach and Education Program and Preferences
<p>Wednesday August 20, 2008</p> <p>9:00AM to 1:30PM</p> <p>To Register: www.edd.ca.gov/taxsem or (866) 873-6083 Or (916) 228-3129</p>	<p>Federal / State Basic Payroll Tax Workshop</p> <p>Presented by Employment Development Department. (EDD)</p> <p>Free</p>	<ul style="list-style-type: none"> • California payroll reporting requirements: forms, employer obligations, reporting, and payment requirements. • Independent contractor reporting requirements. • Electronic filing and payment requirements and options. • Federal payroll reporting requirements: Forms and alternative filing.

<p>Wednesday August 27, 2008</p> <p>9:00AM -1:00PM</p> <p>To register: Go to www.sacscore.org</p> <p>For more information, call 916-228-3129</p>	<p>Dollars and Sense Marketing</p> <p>Presented by SCORE, counselors to America's Small Business</p> <p>Fee \$30</p> <p>Register online at www.sacscore.org</p>	<p>Seminar will cover the following topics & more:</p> <ul style="list-style-type: none"> • Increase your business flow • Target Markets • Competitive Analysis • Internet Marketing • Finding, Reaching & Servicing Customers
<p>Wednesday September 3, 2008</p> <p>9:00AM – 11:00AM</p> <p>To register: call 916-228-3129</p>	<p>Financing Options for your Small Business</p> <p>Presented by the Small Business Administration (SBA)</p> <p>Free</p>	<p>Workshop Covers:</p> <ul style="list-style-type: none"> • Getting started • Available resources • SBA loan guarantee program overview • How does the SBA look at my loan request • Tips for dealing with lenders • What else can SBA do for my business
<p>Wednesday September 10, 2008</p> <p>9:00AM – 12:00PM</p> <p>To register call 916-334-9388</p>	<p>Doing Business with General Services Administration (GSA)</p> <p>Presented by The Federal Technology Center (FTC)</p> <p>Free</p>	<p>Seminar Topics:</p> <ul style="list-style-type: none"> • Who GSA is and how they are organized. • How to do business with the GSA. • Review of contracting regulations, requirements and specifications. • Federal Supply Service (FSS) • Process to obtain a GSA schedule (in detail), and applicable websites.
<p>Wednesday September 17, 2008</p> <p>9:00AM -12:00PM</p> <p>To register, call 916-228-3129</p>	<p>State Wage/Hour & Payroll Tax Seminar</p>	
<p>Wednesday September 24, 2008</p> <p>9:00AM -1:00PM</p> <p>To register: Go to www.sacscore.org</p> <p>For more information, call 916-228-3129</p>	<p>Dollars and Sense Marketing</p> <p>Presented by SCORE, counselors to America's Small Business</p> <p>Fee \$30</p> <p>Register online at www.sacscore.org</p>	<p>Seminar will cover the following topics & more:</p> <ul style="list-style-type: none"> • Increase your business flow • Target Markets • Competitive Analysis • Internet Marketing • Finding, Reaching & Servicing Customers
<p>Wednesday October 8, 2008</p> <p>9:00AM to 1:30PM</p> <p>To Register: www.edd.ca.gov/taxsem or (866) 873-6083 or (916) 228-3129</p>	<p>Federal / State Basic Payroll Tax Seminar</p> <p>Presented by Employment Development Department. (EDD)</p> <p>Free</p>	<ul style="list-style-type: none"> • California payroll reporting requirements: forms, employer obligations, reporting, and payment requirements. • Independent contractor reporting requirements. • Electronic filing and payment requirements and options. • Federal payroll reporting requirements: Forms and alternative filing.
<p>Wednesday October 15, 2008</p> <p>9:00AM – 12:00PM</p> <p>Fee \$30</p> <p>To register: Go to www.sacscore.org Or call 916-228-3129</p>	<p>Prepare a Business Plan, Step#1 The Business Concept</p> <p>Presented by Marvin Tom C.P.A. SCORE</p> <p>Registration is required.</p>	<p>Seminar Topics:</p> <ul style="list-style-type: none"> • Step-by-Step Business planning • Understand Business Concept in depth • Identify Market Need • The Solution • The Competitive Edge For Your Business

<p>Wednesday October 22, 2008</p> <p>9:00AM – 12:00PM</p> <p>To register: call 916-228-3129</p>	<p>Food Business/Food Safety Seminar</p> <p>Presented by BERCC Free</p> <p>Registration is required.</p>	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Permit requirements • How to avoid costly delays when starting a food service enterprise • Retail sales requirements • Health & Safety requirements for food service enterprises.
<p>Monday November 3, 2008</p> <p>9:00AM – 12:00PM</p> <p>To register call 916-228-3129</p>	<p>Employee or Independent Contractor Seminar</p> <p>Register online at www.edd.ca.gov/taxsem/txsemrs or phone 916-228-3129 for more information.</p> <p>Free</p>	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Factors that make a worker an employee. • Basics of statutory employment. • Independent Contractor reporting requirements. • How to get help
<p>Monday November 17, 2008</p> <p>9:00AM -1:00PM</p> <p>Register online at www.sacscore.org or call 916-228-3129</p>	<p>What's It Worth? Buying or Selling a Business</p> <p>Presented by SCORE, Counselors to America's Small Business</p> <p>Fee \$30</p>	<p>Workshop Covers:</p> <ul style="list-style-type: none"> • How to estimate the value of a small business. • Understand goodwill and factors that affect value. • Know what to investigate when purchasing a business. • Bring anonymous business information for discussion.
<p>Monday December 1, 2008</p> <p>9:00AM – 11:00AM</p> <p>To register: call 916-228-3129</p>	<p>Financing Options for your Small Business</p> <p>Presented by the Small Business Administration (SBA)</p> <p>Free</p>	<p>Workshop Covers:</p> <ul style="list-style-type: none"> • Getting started • Available resources • SBA loan guarantee program overview • How does the SBA look at my loan request • Tips for dealing with lenders • What else can SBA do for my business
<p>Wednesday December 3, 2008</p> <p>9:00AM-12:00PM</p> <p>To register: Go to www.sacscore.org or call 916-228-3129</p>	<p>Small Business Budgeting</p> <p>Presented by SCORE, Counselors to America's Small Business</p> <p>Fee \$30</p>	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Learn how to simply prepare a Balance Sheet, Income Statement, Cash Flow, and Break-even Analysis without being an accountant. • Learn critical steps to pricing your products or services, and simple methods to easily create a profit. • Learn how to prepare a budget with a free Excel template and easily create your own financial statements.
<p>Wednesday December 10, 2008</p> <p>9:00AM-12:00PM Instructional Overview</p> <p>12:30PM-3:00PM *Optional Hands on Computer Lab</p> <p>To register: Go to www.sacscore.org Or call 916-228-3129</p>	<p>Quickbooks</p> <p>Presenter Ken McCann, of SCORE,</p> <ul style="list-style-type: none"> • Class size for the lab portion is limited to the number of computers available. If you have a Lap Top with Quickbooks installed you may bring it with you. Please let us know when you register. • Fee: \$30 per session, online registration 	<p>Workshop Covers:</p> <ul style="list-style-type: none"> • Sales Invoicing and A/R • Time Billing & Payroll • Purchasing & Inventory • Bill Payment and A/P • Cash & Credit Card Processing • Bank Deposit & Reconciliation • Month-end & Financial Reports • Plus Hands on Practice

<p>By Appointment Only</p>	<p>S.C.O.R.E One-on-one counseling appointments</p> <p>Complete form online at www.sacscore.org and you will be contacted to schedule and appointment, or call Paul Ghotlos at 916-229-3129 for assistance.</p>	<p>Receive one-on-one assistance with your business questions, including:</p> <ul style="list-style-type: none"> • Business Plans • Financial Information • Business structure and more
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CalWORKS participants can obtain the **CalWORKS Self-Employment Voucher** to attend the SCORE Seminar free of charge by calling (916) 875-3280. This program is sponsored by the Sacramento County Department of Human Assistance.