COVID-19 Business Resource Checklist

MANAGE EXPENSES

1. Reduce or remove
   • Go through each item on your Profit and Loss Statement for your business and go through one by one seeing if you have can reduce or remove the expense.
   • Then, go through your personal expenses and do the same thing!

2. Employees
   • Be clear with them on how much work you will have for them so they can file an unemployment claim as soon as possible here: http://uid.dli.mt.gov/
   • Relief sites for employees:
     o https://www.usbg.org/home (US Bartenders Guild)

3. Loans
   • Ask your lender for interest only or deferred payments.
   • If you are a Prospera loan client, we are working to change terms with each of you

4. Rent/Lease
   • Ask your landlord if you can defer or reduce rent payments.
   • If your landlord can't help – reach out to your personal mortgage.

5. Accounts Payable
   • Reach out to vendors to extend payment terms.

6. Work on weekly and monthly cash flow projections

7. Tax deferment
   • IRS Officially Pushes Tax Filing And Payment Deadlines To July 15

FOCUS ON SALES

1. Reach out to your best customers
   • Be sure to ask – Include a call to action!
   • Ask about pre-purchasing gift certificates or inventory from your story/restaurant for upcoming events – Mother’s Day, Father’s Day, Graduation, Birthdays, etc.

2. Pivot your business
   • Can you offer delivery?
   • Move to Video Conferencing?
   • Can you automate billing or payments?

3. Pre-payment for memberships
   • Ask for pre-payments for memberships, etc., offer discounts if they sign up now

4. Pop Up Shop on Facebook Live
Loans and Grants For Non-profits specifically:

- Bozeman Area Community Foundation has deployed funds for non-profits
- Otto Bremer Trust

Prospera is here for you – please email Lexi Preszler at LPreszler@ProsperaMT.org or Suzi Berget White at SWhite@ProsperaMT.org. Our office is working remotely, so the best response time is via email.