



Business Recovery

FOR THE NEW NORMAL

PROSPERA BUSINESS NETWORK

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:
 - <https://www.usbg.org/home> (US Bartenders Guild)
 - <https://www.restaurantworkerscf.org/news/2020/3/15/resources-for-restaurants-andworkers-coping-with-the-covid-19-emergency> (multiple sites for Restaurant Workers)

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 store/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.