

Appendix 17
Sample Business Plan

The Intermountain Region Campground Concession Business Plan

In Response to the Campground Prospectus on the Humboldt-Toiyabe National Forest Ruby Mountains Ranger District

Name of Company

Address

Company Contact

Phone

Fax

E-mail

Introduction and Instructions:

As a part of the response to the Humboldt-Toiyabe campground prospectus, you are required to submit four copies of this business plan as a separate document. You need to present a solid understanding of the business application process, the specific site requirements and submit a business plan that reflects your financial ability to fully operate the campgrounds being offered in the prospectus.

Because the decision-making process to select a permittee requires considerable review of the application and business plan, the required information should follow the format of this business plan. All applicants must submit the information requested within this business plan. This information must be provided in the format of this business plan so all applications reviewed by the Forest Service will contain consistent information in both content and format.

For assistance in developing your business plan, the Forest Service has provided all available cost and revenue information relevant to this prospectus. This information may also include sources of campground revenue and expenses from historical experience at the sites.

Applicants must furnish a detailed description of their experience related to operating and maintaining developed recreation sites (e.g., campgrounds, lodges, and marinas). The description must include similar type of experience in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local Small Business Development Center (SBDC) if they need assistance in completing their business plans.

SBDC Review of Business Plans

Business plans that are submitted in response to this prospectus will be independently reviewed by a Small Business Development Center. SBDC representatives do not review any business plans that they helped the applicant develop. SBDC's will be enlisted for the review of the submitted business plans. Please make a check or money order in the amount of **\$45.00** to Weber State University and include in your application package. This fee will be sent along with the business plan for review.

Cost Recovery

Review of the submitted business plan and application package in response to this prospectus is subject to cost recovery. Therefore, an application fee of **\$100.00** is required to cover the cost of reviewing the application. The successful applicant may be subject to additional cost recovery fees.

Getting SBDC Assistance with your Business Plan:

The Association of Small Business Development Centers (ASBDC), with over 600 local offices, serves both the private and public sector with small business expertise. The Forest Service National Memorandum of Understanding with the ASBDC provides a strong resource to assist you in developing your business plan.

The Small Business Development Center (SBDC) near you is committed to assisting you in developing strong and sustainable business plan processes. Call your nearest SBDC office, and seek their assistance in preparing your submission. You'll find a directory of local Small Business Development Centers at this website WWW.ASBDC-US.ORG

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1. The Application Process

Your fully completed business plan should be returned to:

Jeanne Higgins, Forest Supervisor
Humboldt-Toiyabe National Forest,
1200 Franklin Way, Sparks NV 89431

Attention: Marnie Bonesteel

Applications must be received by close of business (4:30 p.m.) at the Forest Supervisor's Office, 1200 Franklin Way, Sparks, Nevada 89431, on August 1, 2011. A checklist is used by the Forest Service upon initial receipt of your business plan to verify that all required items are included. That checklist is at the end of this business plan. Please be sure to review that checklist prior to submitting your application. An incomplete business plan may result in a lower score.

A. Company Information

The following information is required from the applicant:

- Bank or Investor Letters of Intent to Finance Project
- Copies of face page of all current Forest Service Concession permits
- Business Applicant or Entity Balance Sheet (past three years)
- Income Statement (past three years)
- Company Tax Returns (past two years)
- Current Credit Report from Major Credit Bureau
- Performance Evaluations for past 2 years from all other Forest Service campground concession permits

2. The Business Plan

This section describes the specific nature and purpose of the company, background in the industry and those opportunities the permittee see for additional products and/or services.

A. Business Information

This discussion of your business should include the following information:

- A brief description of the scope and size of your current business (as to the number of current concession permits)
- Provide any current state, federal, local or special certifications or licenses
- Provide names and contact information for key operational staff (organizational structure)
- List the current type of :
 - Legal Structure
 - Tax ID #
 - State Business License #
- State Sales Tax Identification Number (as applicable)

- Include below, the appropriate information on shareholders (additional information may be requested from the selected permittee)

Name Address % Ownership of each member

B. State Business Requirements

Does the operation require a state registration number? YES ___ NO ___
(If "Yes," include a copy of your registration document.)

C. Experience with Forest Service Concession Permits

1. Prior Forest Service permits:

a. This information needs to be provided for each Forest permit previously held during the last five years.

Permit Administrator Address Phone

2. Current Campground Concession Permits:

a. List all current campground concession operations currently permitted:

Permit Name Forest # campgrounds #years # employees

b. Provide a copy of the face page for each currently held permit plus copies of the last two years year-end evaluations for each permit.

D. The Market and Customers:

1. Provide your assessment of the competitors for this permit, to include:

Campground Site Market Analysis

Company Name Location # Sites Pricing Amenities

2. Services currently available or proposed:

Describe all services typically available at the site now, plus describe any new or proposed products and services you plan to offer at this site (See "4. Supporting Documents, A. Additional revenues-producing sales"). How will those changes (additional revenue generators) be incorporated in your marketing plan?

E. The Marketing Plan

In the marketing plan, describe any promotional plans for this site that you may anticipate developing for this prospectus. Information you need to provide will include:

- How will you advertise the products and services available at this site
- What media will be used, frequency and estimated cost?
- Does the marketing plan create brand awareness and convey to the client that the operator has experience, expertise and commitment to a quality experience?
- How will on-site changes enhance your business?

If you are not anticipating any promotional plan, please state so.

3. The Financial Plan

A. Capital Equipment List (See Appendix A)

Capital equipment is those assets which have useful lives of more than one year, such as machines, equipment, vehicles, livestock, tack, gear, and computers.

Describe the equipment, the quantity, whether the equipment is new or used (N/U), the expected useful life, and the cost. This includes equipment purchased from an existing business. The capital equipment list should be summarized by “type” as well as “cost”.

The Capital Equipment List format (supplied in Appendix A) is standardized to facilitate analysis and comparison of all the applicants. The content may have to be modified to fit your particular operation, but do not change the basic format.

B. Start-Up Expenses (See Appendix B)

Start-up expenses are the various initial expenses it will take to open the campgrounds for business. Some of these may be only one-time expenditures while others can occur annually.

The start-up expenses format (see Appendix B) is standardized to facilitate analysis and comparison of all the applicants. The content may have to be modified to fit your particular operation, but do not change the basic format.

C. Balance Sheets (See Appendix C):

The balance sheet format (supplied in Appendix C) is standardized to facilitate analysis and comparison of all the applicants. The content may have to be modified to fit your particular operation, but do not change the basic format. **Balance sheets are required for the past three years.**

D. Income Statement Projections (See Appendix D)

The income statement projections format (supplied in Appendix D) is standardized to facilitate analysis and comparison of all the applicants. The content of the Income Statement may have to be modified to fit your particular operation, but do not change the basic format.

This prospectus provides a specific list of the additionally approved revenue sources for this permit. In response to the prospectus, you must request and address these additional activities if you want to provide them during any portion of the term of the permit. For additional information, contact the Authorized Officer listed in the prospectus.

(Note: All approved revenues and anticipated expenses from the prospectus should be included in your Income Statement. For example, if the prospectus allows income from beverage sales, your income statement should show both the income sources and the costs related, such as cost of sales, labor, etc.)

Campgrounds having additional anticipated revenues from the sale of food, beverages and other sundry items, should provide a more detailed explanation of anticipated sales, cost of goods sold, and gross revenue.

A pro-forma (estimated) Income Statement Projection is required for the first full year on a monthly basis.

Revenues

1. List revenue from all sources approved in the Prospectus.
2. List revenue for additional revenue sources approved in the Prospectus.
3. Review the historical revenue generated in the Prospectus. Show income detail by revenue source.
4. A monthly projection from each revenue source, with annual total, is required. Seasonality of revenue should be reflected.

Expenses

1. List expenses related to revenue sources approved in this prospectus.
2. List expenses incurred due to additional revenue sources approved in the Prospectus.
3. Include all expenses historically realized in sites offered by this Prospectus.
4. Do not list capital expenditures as expenses - these expenses should be noted on your balance sheet or capital asset equipment list.

4. Supporting Documents

A. Additional revenue-producing sales, services or fees.

Listed below are potential sources of other revenue sources that could be anticipated for the campgrounds in this prospectus. You must respond by indicating which, if any, of these opportunities you would be interested in providing. The revenues should also be estimated and reflected in the appropriate spreadsheets.

- sale of firewood
- sale of camping supplies
- sale of fishing supplies
- sale of state fishing licenses
- sale of state hunting licenses
- sale of propane for camp stoves
- sale of miscellaneous food items (ice, soda, bottle water, etc.)
- sale of photographic supplies
- sale of Interagency Passports
- sale of informational and interpretive materials (ie, books)
- sale of miscellaneous clothing sales
- sale of miscellaneous souvenirs

- fee for concession provided fax services
- fee for concession provided telephone services
- advertising on the back of local and/or campground maps
- rental of canoe/boats
- rental of fishing equipment
- rental of bikes
- guided interpretive tours
- internet connection

B. Campground Costs Items Appropriate to this Prospectus

Listed below are possible expenditures for the campgrounds in this prospectus.

- electricity
- sewer
- water testing
- trash removal/contracting
- propane
- telephone/radios
- G/T offset fees
- prospectus bid expenses
- landlord maintenance
- postage/delivery
- office supplies
- state business fees/licenses
- employee recruiting
- travel

C. Concession Prospectus Checklist

This checklist is used by the Forest Service upon initial receipt of your application to verify that all required items are included. Please be sure to complete this checklist prior to submitting your application. An incomplete business plan may result in a lower score.

- Yes No --- Application received prior to due time and date
Yes No --- Application is signed by applicant
Yes No --- Applicant has provided 4 copies of the business plan

If a corporation, the following is supplied:

- Yes No --- Evidence of incorporation and good standing
Yes No --- Name and address of each affiliate of the corporation
Yes No --- Affiliate share and ownership information

Required information from the applicant:

- Yes No --- Applicant's Name/Name of Company _____
Yes No --- Address _____
Yes No --- Company Contact _____

April 1, 2011 Campground Prospectus for Campground and Related Granger-Thye Concessions
Humboldt-Toiyabe National Forest, Ruby Mountains Ranger District, Beginning January 1, 2012

Yes No --- Phone _____

Yes No --- Fax _____

Yes No --- E-mail _____

Yes No --- Bank or Investor Letters of Intent to Finance Project

Yes No --- Copies of all Pertinent Existing permits

Yes No --- Capital Equipment List

Yes No --- Start-up Expense Costs

Yes No --- Balance Sheets (past three years)

Yes No --- Monthly Income Statement Projection for the coming year

Yes No --- Tax Returns (past three years)

Yes No --- Current Credit Report from Major Credit Bureau

Yes No --- Certifications, licenses and permits required of other agencies

Yes No --- Performance Evaluations for past 2 years from other concessionaire permits

Appendix B

Start-Up Expenses

Start Up Expense Costs:

Annual G-T fee (annual payment in advance)	_____
Total cost of capital equipment	_____
Beginning inventory of operating supplies	_____
Legal fees	_____
Account fees	_____
Other professional fees	_____
Licenses and permits	_____
Deposits (public utilities, etc.)	_____
Advertising	_____
Insurance	_____
Bonds	_____
Other Expenses:	_____

TOTAL START-UP EXPENSES \$ _____

Appendix C

Balance Sheets

Balance sheets are required for the past three years.

Year ()

Assets:

Current Assets:

\$ _____
\$ _____
\$ _____

Subtotal

\$ _____

Fixed Assets

\$ _____

Less Accumulated Depreciation

\$ _____

Net Fixed

\$ _____

Other Assets

\$ _____

Intangible Assets

\$ _____

Total Assets:

\$ _____

Liabilities:

Accounts payable

\$ _____

Payroll tax payable

\$ _____

Line of Credit

\$ _____

Credit Cards

\$ _____

Total Current Liabilities

\$ _____

Owner loan to company

\$ _____

SBA Loan to company

\$ _____

Bank loan to company

\$ _____

Total Long Term Liabilities

\$ _____

Paid in Capital by Owner

\$ _____

Retained earnings

\$ _____

YTD Income (balancer)

\$ _____

Total Liabilities:

\$ _____

Appendix D

Income Statement Projections

Pro-Forma

Site Specific Income Statement Projections monthly for year 1

Sales and Revenue Sources

1. List revenues from all sources approved and noted in the Prospectus. Whenever possible, note prices charged for services at this site.
2. List revenues for additional revenue sources requested in your Response to Application for this site.
3. Following review of historical revenue's generated at the site (see application for details), plot anticipated monthly revenues. Show income detail by revenue source.
4. Monthly projections from each revenue source, with annual total, are required. Seasonality, in applicable revenue, should be considered.

Expenses

1. List expenses related to revenue sources approved in this site.
2. List expenses incurred due to adding additional revenue sources requested for this site.
3. Include expenses historically realized on this site (found in Prospectus).
4. List all expenses related to the Forest Service.
5. Do not list capital expenditures as expenses - these should be noted on your balance sheet or capital asset equipment list.

