



DEL PASO BUSINESS INFORMATION CENTER

925 DEL PASO BLVD.
SACRAMENTO, CA 95815
HOURS: 8:30AM TO 4:00PM
916-263-3800



DATE	WORKSHOP
December 16, 2008 9am-12Noon NO FEE Register online at www.TheFTC.org . For questions, call 916.334.9388	TheFTC - Doing Business with GSA (General Services Administration) <i>Clear up the myths and confusion about contracting with GSA.</i> This class will cover: <ul style="list-style-type: none"> • What GSA is and how they are organized • How to do business with GSA • Review of contracting regulations, requirements, and specifications • Federal Acquisition Service (FAS) process to obtain a GSA schedule (in detail) • Applicable websites
January 7, 2009 9am-11:30am NO FEE To register call: 263-3800 or 263-4652	SBA - Small Business Financing <ul style="list-style-type: none"> • Develop a financial plan • Determine cash flow projections • Develop balance sheets, financial statements • Determine your monthly financial needs • Receive a business loan
February 5, 2009 9am-12Noon To register call: 263-3800 or 263-4652	SacCounty - Doing Business with the County of Sacramento Successful Proposal Development; successfully responding to a Bid; how to promote your business to the right Sacramento County Department; information on the County's procurement opportunities program; Small Business Outreach and Education Program and Preferences. <i>Presented by: Sacramento County Contract & Purchasing Services Division</i>
February 17, 2009 9am – 11am NO FEE To register call: 263-3800 or 263-4652	BERC - Restaurant & Retail Food Business Permit Requirements (presented by Business Environmental Resource Center) Are you thinking about starting a food business? This workshop will inform you about: <ul style="list-style-type: none"> • Permit Requirements • How to avoid costly delays when starting a food service enterprise • Retail food sales requirements • Health & Safety requirements for food service enterprises
February 23, 2009 9am-12pm Cost: FREE To register call 635-9085 or register online at sacscore.org	SCORE - Pre-business Orientation Our most popular offering and it is free. 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.
March 5, 2009 9am-12pm NO FEE Register online at www.TheFTC.org or call 866.382.7822.	theFTC - Government Subcontracting Basics for prime contractors who are managing subcontracts; basics for subcontractors who are working with primes or managing other subcontractors. Discussion includes obtaining consent to subcontract, project management and controls, subcontract administration, marketing to prime contractors, common errors, and payment issues from the perspective of both primes and subs.
April 6, 2009 9am - 12pm Cost: \$35 if you call 635-9085 to register. \$30 if you register online at sacscore.org .	SCORE - Beginning QuickBooks Take this class before using QuickBooks and avoid common mistakes and wasted effort. Learn which tools to begin with and slowly integrate more complex transactions while learning key functions. Critical accounting concepts made easy in everyday language to understanding QuickBooks financial statements. This lecture demonstrates actual QuickBooks transactions.
April 6, 2009 1pm-3:30pm Cost: \$35 if you call 635-9085 to register. \$30 if you register online at sacscore.org .	SCORE - QuickBooks Laboratory Independent hands-on practice of concepts taught in the Beginning QuickBooks seminar, (scheduled immediately before this lab). QuickBooks, installed on our computers will be available for each student. Receive individual personalized help with specific questions for your business bookkeeping. Bring your QuickBooks data-file and ask specific questions about setup or processing. Seating limited to the number of computers or bring a laptop with QuickBooks.

DATE	WORKSHOP
<p>April 16, 2009 9am-1pm NO FEE To register call: (866) 873-6083, or go to www.edd.ca.gov/ Payroll_Tax_Seminar</p>	<p>EDD/IRS - Federal/State Basic Payroll Tax Seminar California payroll reporting requirements: forms, employer obligations, reporting, and payment requirements</p> <ul style="list-style-type: none"> • Independent contractor reporting requirements • Electronic filing and payment requirements and options • Federal payroll reporting requirements: Forms 940, 941, 1099, W-2, W-4, W-9, and alternative filing
<p>April 30, 2009 9am-1pm NO FEE To register call: (866) 873-6083, or go to www.edd.ca.gov/ Payroll_Tax_Seminar</p>	<p>EDD/IRS - Federal/State Basic Payroll Tax Seminar</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 940, 941, 1099, W-2, W-4, W-9, and alternative filing
<p>May 7, 2009 9am - 12pm Cost: \$35 if you call 635-9085 to register. \$30 if you register online at sacscore.org</p>	<p>SCORE – Small Business Marketing In this workshop, you'll learn how to develop an effective marketing strategy; find, reach and service customers; and identify target markets. You will develop skills in competitive analysis, and the ins and outs of Internet marketing.</p>
<p>May 13, 2009 9am-1pm NO FEE To register call: (866) 873-6083, or go to www.edd.ca.gov/ Payroll_Tax_Seminar</p>	<p>EDD – State Payroll Tax Workshop Recommended for those who have previously attended a Federal/State Basic Payroll Tax Seminar or for those familiar with state payroll tax reporting but who would like additional practice. How to calculate taxes and complete payroll tax forms (hands-on).</p>
<p>June 4, 2009 9am-11:30am NO FEE To register call: 263-3800 or 263-4652</p>	<p>SBA - Small Business Financing</p> <ul style="list-style-type: none"> • Develop a financial plan • Determine cash flow projections • Develop balance sheets, financial statements • Determine your monthly financial needs • Receive a business loan
<p>July 15, 2009 9am-1pm NO FEE To register call: (866) 873-6083, or go to www.edd.ca.gov/ Payroll_Tax_Seminar</p>	<p>EDD/IRS - Federal/State Basic Payroll Tax Seminar (Spanish) (Sponsored by EDD and the IRS)</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 940, 941, 1099, W-2, W-4, W-9, and alternative filing
<p>September 30, 2009 9am-1pm NO FEE To register call: (866) 873-6083, or go to www.edd.ca.gov/ Payroll_Tax_Seminar</p>	<p>EDD/IRS - Federal/State Basic Payroll Tax Seminar</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 940, 941, 1099, W-2, W-4, W-9, and alternative filing
<p>October 28, 2009 9am-12pm NO FEE Register online at www.TheFTC.org or call 866.382.7822</p>	<p>theFTC - Contracting with City of Sacramento Learn about selling to the City of Sacramento. This class addresses the following questions: What does the City buy and what are their purchasing procedures and governing regulations? What certifications are recognized and offered by the City? What are the benefits of certification? What are the best ways to market products and services to the City?</p>
<p>December 16, 2009 9am-12pm NO FEE Register online at www.TheFTC.org or call 866.382.7822</p>	<p>theFTC - Doing Business with GSA (General Services Administration) <i>Clear up the myths and confusion about contracting with GSA.</i> This class will cover:</p> <ul style="list-style-type: none"> • What GSA is and how they are organized • How to do business with GSA • Review of contracting regulations, requirements, and specifications • Federal Acquisition Service (FAS) process to obtain a GSA schedule (in detail) • Applicable websites