Startup Quarterly Report

This form provides a status update for your startup business, as required by receiving funds by the MSU Center for Entrepreneurship & Outreach.

Quarter: ○ Jan – Mar (Q1) ○ Apr-Jun (Q2) ○ Jul-Sept (Q3) ○ Oct-Dec (Q4)

Year: ○ 2016 ○ 2017 ○ 2018 ○ 2019 ○ 2020 ○ 2021

Category: ○ Grant Recipient ○ Competition Awardee ○ CEO Resident ○ Incubator Tenant

Business Profile

Legal Business Name: _____

Contact First Name: _____ Last Name: _____

Email Address: _____ Phone: _____

Quarter-end Activity

Estimated values are permissible, but be conservative. Please mark estimations with an asterisk.

Financial

[a]	Mo. Revenue:	$_____	*Total revenue over quarter, divide by 3*
[b]	**Mo. Cash Burn:**	**$_____**	***Total expenses over quarter, divide by 3***
[c]	**Cash on Hand:**	**$_____**	***Current cash balance(s)***
[d]	Sales Pipeline:	$_____	*Current value of all potential deals*
[e]	Capital Invested:	$_____	*Any new cash injected during quarter*

Customers

[f]	Users / Clients Served:	_____	*Number of customers served*
[h]	Customer Conversations:	_____	*Prospective customers engaged*

Milestone Achievements

List any major accomplishments your company had during the reporting period

1: _____

2: _____

Pain Points

List any struggles you are facing, so we can help find resources to assist you:

1: _____

2: _____

Please attach a list of expenditures incurred during the quarter. You are only required to report expenses paid with grant or award funds. There is no specified format, but list must include: Date, Vendor, Item/Service Description, and Amount.