

Documents Needed

We will need the following documents and information to complete your financial plan. This material will be treated confidentially and originals will be returned when the planning process is completed or earlier if requested.

Business Information

- 5 yrs. Tax Returns
- Current Balance Sheet including schedules with account reconciliation details
- 5 yrs. P&L history depicting EBITDA
- Year to date Profit & Loss
- Copies of any forecasts and/or projections
- Copies of any business plans, stock option agreements, buy-sell agreements, non-compete agreements and shareholder agreements
- List all strengths and weaknesses of company
- Competitor analysis
- Organizational Chart
- Business description prepared by management
- Capitalization schedules
- Projections and forecasts
- 5 yrs. schedule of officer and director compensation
- List of key employees
- List of Company employee benefits
- Accounts receivable aging report
- Information on uncollectible accounts
- Inventory listing with estimate of FMV
- Statements for securities and investments
- Fixed asset depreciation schedule
- FMV of intangibles
- Information on patents
- FMV of office assets
- Anticipated future capital expenditures
- Accounts payable aging report
- L.T. Debt repayment terms and amortization schedules
- WIP Report
- Lease agreements
- Current backlog of projects/revenue

MFG

MacLean Financial Group, Inc.