

# Accounting checklist:

## Checklist

- Privacy Consent and Disclosure Form
- Snapshot of existing and proposed lending facilities, both business and personal
- Details of your group structure, including ownership, key management and number of staff
- Loan Application Form for each partner
- Loan Features Form (NCCP regulated loans)
- Confirmation of clear tax (accountant prepared letters with ATO portals confirming the same will be required if deal progresses)
- Past two years of financial accounts (including balance sheet and P&L detailing the breakdown of income as follows):
  - split of revenue streams by business type and by corporate clients versus personal clients
  - top 20 clients by revenue
- Year to date management accounts (including balance sheet and P&L detailing breakdown of income as above)
- Aged debtor and WIP listing to accompany management accounts
- Details of partner salaries and benefits if not clearly itemised in the above
- Plans around financial planning licensing (more specifically around how SMSF clients are serviced)
- Forecasts for coming twelve months

## If acquisition

- Background of sponsors and strategy behind proposed transaction
- Forecast figures post acquisition
- Historical accounts for the business being acquired, including:
  - split of revenue streams by business type and by corporate clients versus personal clients
  - top 20 clients by revenue
- Contract of sale and details of acquisition (including details of any future tranche payments)