

BUSINESS FINANCIAL EXIT PLAN Data Collection Sheet

GENERAL DATA

Name of individual completing this data worksheet:

Name: _____
Title: _____ Designation: _____
Company: _____
Address 1: _____ Address 2: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Website: _____

Business to be analyzed and Owner's Name:

Business Name; _____
First Name: _____ Last Name: _____
Title: _____ Salutation: _____
Business Name; _____
Address 1: _____ Address 2: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Website: _____

If you want this report addressed to someone other than the owner, fill out the information below. Otherwise, leave this section blank.

Other Individual:

First Name: _____ Last Name: _____
Title: _____ Salutation: _____
Company: _____
Address 1: _____ Address 2: _____
City: _____ State: _____ Zip: _____

Would you like the company logo on the title page? Yes No

If you are a trusted adviser: Would you like your company logo on the title page and cover letter instead of TheExitPlanAnalyst logo? Yes No

- If "Yes", attach a "jpg" logo file to an Email and send to: customerservice@thetascongroup.com with contact information.

BUSINESS VALUE CALCULATION DATA

Data entered is date ending (xx/xx/xx): _____
Calendar year? Yes No Fiscal year? Yes No

Did you use tax forms for the data in your entries? Yes No

Did you use company financial statements? Yes No

SIC/NAICS Code: _____

SIC/NAICS Description: _____

- The SIC/NAICS code will be listed on your tax form.

Type of Business Entity:

Sole Proprietor Partnership LLP LLC C Corp S Corp

In Business Since: _____

Type of Financial Statements Used for Data:

Audited Reviewed In-house Tax forms

Market Variables

Is there any deferred maintenance needed in the business? Yes No

If "Yes", what is estimated amount to bring up to standard \$ _____

BUSINESS FINANCIAL EXIT PLAN Data Collection Sheet

Estimated Fair Market Value of Assets:

	\$	
Auto/Trucks:	_____	
Inventory:	_____	
Machinery/Equipment:	_____	
Office Furniture/Fixtures:	_____	
Real Estate*:	_____	
• Enter only if real estate is listed as an asset of the company.		
Total	_____	

Current interest rates and terms available from your preferred lender for an asset secured loan in these categories:

	%	Years
Auto/Trucks:	_____	_____
Inventory:	_____	_____
Machinery/Equipment:	_____	_____
Office Furniture/Fixtures:	_____	_____
Blended Loans (Using All Assets):	_____	_____
Real Estate:	_____	_____
Total	_____	_____

Income Statement Data

Income Statement and Balance Sheet Data

Attach to this questionnaire for the year prior to the year to be planned:

1. The in-house income statement and balance sheet.
2. The company's tax form and attached expense schedules.
 - a. If sole-proprietor, don't include the personal tax form.
 - i. Only attach the schedule "C" and related documentation.

BUSINESS FINANCIAL PLAN DATA

Type of Report:

Annual Financial Plan Profit Enhancement Plan Turn-a-round Plan

Financial data entered is for date ending (xx/xx/xx): _____

Calendar year? Yes No Fiscal year? Yes No

Is this an interim statement? Yes No If "Yes", # months entered? _____

- If interim, the plan will be based on pro-forma monthly averaged results.

Type of business entity:

Sole Proprietor Partnership LLP LLC C Corp S Corp

Type of Business:

Contractor - Is job costing performed using:

 Direct labor and materials? Yes

 Machine time? Yes

Manufacturer - Is product pricing performed using:

 Direct labor and materials? Yes

 Machine time? Yes

Wholesale Yes

Service Yes

ANNUAL BUDGET DATA

Note: Any comments entered will become an integral part of the business financial plan documentation and can be reviewed later for plan clarification.

BUSINESS FINANCIAL EXIT PLAN

Data Collection Sheet

	%	
Adjustments	Comments	
Sales:		
<ul style="list-style-type: none"> What sales increase or decrease, as a percentage of sales, is expected next year: 		

	%	
Adjustments	Comments	
NPBT Goal:		
<ul style="list-style-type: none"> What is your Net Profit Before Tax profit goal next year, as a percentage of sales? A plan will be created to achieve and maintain your profit goal. 		

Note: Annually direct and variable costs will automatically increase or decrease proportionate to any change in sales. Therefore, if you haven't identified the root cause and needed corrective measures of any increases in any line items within these expense categories, NO budget improvements should be made to them. If you HAVE identified areas of improvement AND will be installing the corrective measures to control them, list the line item description and estimated dollar or percentage change to the line items below. If no entries are made here, by default, the direct and variable expenses will be budgeted to represent the same percentage as last year's sales.

	\$ or %(+ or -)	
Adjustments	Comments	
Direct Costs:		
Variable Costs:		

Note: Annually, fixed costs can vary substantially. Unfortunately they usually increase but occasionally do decrease. Enter changes in these line items from your managerial experience, product and service quotations, rental agreements, tax notifications, etc.

	\$ or %(+ or -)	
Adjustments	Comments	
Fixed Costs:		
Contributions		
Depreciation		
Dues & Subscriptions		
Insurance - Auto/Liability		
Insurance - Group Health		
Insurance - Officer		
Insurance - Work Comp (Office)		
Other - Expenses		
Payroll Tax (Office)		
Postage, Mailings		
Professional Fees		
Property Taxes		
Rent		
Repairs & Maintenance		
Salaries - Owner		
Salaries - Office/Shop		
Telephone		
Utilities		
Enter other line items below:		

Note: Other income (expenses) may or may not vary from year to year. List any changes that you anticipate to these line items with your comment(s).

BUSINESS FINANCIAL EXIT PLAN Data Collection Sheet

	\$ or %(+ or -)	
Other Income (Expenses):	Adjustments	Comments
Other Income		
Other Expense - Interest		
Other Expense - Other		

MONTHLY BUDGET DATA

Enter the prior year's actual monthly sales volume **or** monthly sales percentages:

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
 07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Note:

If entering monthly sales values:

- The total of all years must equal the total sales for the year, or

If entering monthly sales percentages:

- Calculate the percentage by dividing last year's total sales volume by the monthly sales volume.
 - o Enter each percentage value to two decimal places (00.00).
- The total percentage of all months must equal 100%.

CASH FLOW SCHEDULE DATA

Note: Complete the following condensed monthly income statements based on actual results or the estimated prior fiscal year's monthly performance. IE: If your plan is created after the year's financials have been completed, you will use the actual monthly values from each month. If your plan is developed from an interim statement, say ending in October, month 9 and 10 will be based on the actual performance of those months. Months 11 and 12 will be estimated from the prior year's month 11 and 12. Itemize all direct costs as shown. Total all variable expenses and fixed expenses for entry into their respective line item field.

	\$ Month 9	\$ Month 10	\$ Month 11	\$ Month 12
Monthly Sales:				
Monthly Costs of Sales:				
Direct Labor				
Direct Materials				
Direct Equipment				
Direct Subcontractor				
Direct Other				
Monthly Expenses:				
Total Variable Costs				
Total Fixed Costs				
Other Income (Expense):				
Other Income and Exp.				

Tax Data:

Federal Income Tax Rate % _____ State Income Tax Rate % _____

- Enter "0" if cash flow schedule is to be on a before tax basis.

Credit Line Data:

Current Credit Line Outstanding Balance \$ (if any): _____
 Credit Line Interest Rate Expected Next Year: _____ %

CASH FLOW SCHEDULE DATA

Note: Enter any applicable data into the appropriate line item at the corresponding month(s) or leave those not appropriate blank.

BUSINESS FINANCIAL EXIT PLAN Data Collection Sheet

Installment Payments - Bank: (Enter total of principal and interest payments.)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Installment Payments - Other: (Enter total of principal and interest payments.)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Miscellaneous Payments: (Enter the total of principal and interest payments.)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Fixed Asset Additions: (If you plan on purchasing any additional fixed assets.)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Other Asset Additions: (If you are planning on purchasing other assets.)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Bonuses/Profit Sharing: (If you are planning to payout owner/employee bonuses.)
or profit sharing)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Sale of Assets: (If you anticipate the sale of any assets.)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Loans/Notes to be Obtained: (If you plan on securing any business loans.)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Loans/Notes to be Repaid: (If you are planning on paying back any loans.)

01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Note: By default, all variable cost expenses are automatically assigned to each month's expenses based upon the monthly sales allocation. If any variable expense line item "spikes" in any given month that is different from the automatic allocation, please list the line item and details below. (IE: The annual direct mail marketing expenses are \$25,000 but are incurred equally in only November and May, not throughout the year based on sales.)

Line Item: _____ **Comments:** _____
01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

Line Item: _____ **Comments:** _____
01: _____ 02: _____ 03: _____ 04: _____ 05: _____ 06: _____
07: _____ 08: _____ 09: _____ 10: _____ 11: _____ 12: _____

FUTURE VALUE ESTIMATE SCENARIOS

Note: Future business value calculations will be made based upon the projected profitability and projected normalization from the creation of the original budget that is year 1, year 2 and year 3. If no entries are made below, it will be assumed that the projected percentage values for the listed income and expense items below will continue be the same as the original projection percentages that were determined in the original budget year.

BUSINESS FINANCIAL EXIT PLAN Data Collection Sheet

	%	%
	Year 2	Year 3
1. Sales Volume Increase (Decrease):	_____	_____
2. Market Price (CPI) Increase (Decrease):	_____	_____
3. Direct Costs Category Increase (Decrease):	_____	_____
4. Variable Costs Category Increase (Decrease):	_____	_____
5. Fixed Cost Category Increase (Decrease):	_____	_____

Optional:

If you have elected to have a longer time line value estimate analysis performed, please complete the data below for the number of years requested if you feel that it will be different from the original budget year:

	%	%	%	%	%	%
	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____

When completed, fax this form to: 608.831.6299