

## ANNUAL BUSINESS REVIEW - Use w/ annual meeting.

This outline is a starting point to keep your business fresh, directed, marketable and/ or ready to GROW!

### Tax Returns

Income, personal property, property, and payroll tax returns, ...signed. Delete any private information you wish to not disclose - make a plain attached notation stating what is not shown and why.

Ex. Interest income not disclosed as this part of business has been excluded prior to the offering.

### Product / Service Overview

Brochures, photos and descriptions of your marketing materials or product list. What are you in business for, what is available to the consumer.

### Business Policy

This usually includes things such as

- Overview Business overview, year opened, years in business, the date current management started philosophy, business unique characteristics that make it differ from competition, definition of competition
- Target Target market: describe your market area and then your target area, consumer demographics, time line of planning for expansions/ acquisitions/ etc
- Marketing Current marketing plan, who and how that is carried out, how budget is determined, how to differ from main competition
- Personnel personnel policies as to hire/ advancement/ compensation packages/ incentives/ bonuses/ benefits/ dismissal, dress code and professional conduct, client interaction

### Business Procedure

Outline of how, when, and where, for Phone usage, filing, books, payables, receivables, servicing clients, asset acquisition, deadlines, calendars, compensation procedures,  
This is basically the operating manual for the business. The policy will give direction, definitions and a depth to this procedure outline.

### Company Meeting Minutes

Regular updated progress shown relating to initiation and implementation of Policies and Procedures,  
Ex. Sales up 50,000 units, therefore new clerk hired at starting rate. ... Plan to expand into new county when local sales hit 185,000 units with a budget of 8% of sales.

- Planning There should be an inclusion of history of current management showing projection and reasoning for revenue projections. Reference should be made to strengths and weaknesses of business and plan.

### Assets:

Detailed list of type, description, cost, date acquired and age if acquired used, use in company

EX:

Business use	portable table saw	\$500	1/1/98, new	job site use
Business use	Large table saw	\$900	1/1/95, aprox 8 yrs old	at workshop
Office use	PC	\$1,200	06/15/97, new	in office
Inventory	15 3-0 steel do 100 / each, 15new			to install

### Client base:

Number of clients, some demographic generalities  
ex. 220 clients, 60% in the local county, average job fee \$450

### Transitional Management and Key Employees outline

How long have they been with the company  
Will they stay, how long  
Under what conditions

Insurable Risks - define needs w/ agent, asses costs and best way to implement