

# **William H. Black, CPA, PC**

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## **Background Information**

Identification of owners

Identification of ownership percentages

History of business (year started, locations, organization, predecessor companies)

Form of organization (S corporation, C corporation, LLC, partnership)

Discussion of pending litigation, if material to the business

## **Financial Information**

*(Latest five years would be preferable if that information is available)*

1. Tax returns
2. Income statements
3. Balance Sheets
  - a. Inventories
  - b. Investment in fixed assets
  - c. Short-term debt
  - d. Long-term debt
4. Accounts receivable summaries
  - a. Balances
  - b. Aging
5. Unbilled and work-in-process inventory summaries
6. Loan applications (if any)
7. Identification of banks and lending arrangements
8. Detail of officer/owner and employee compensation

## **Management Information**

1. Discussion of areas of business focus (industry, geographic area, type of service provided, size of client)
2. Discussion of key clients
3. Discussion of business outlook
4. Discussion of management and operating responsibilities of each key person
5. Background of key personnel (Education, certification, experience, health, other relevant information).
6. Perquisites and non-cash compensation

## **Other Information**

Information not included in categories above that could reasonably be expected to have an impact on the value of the business.