

The Business Valuation Readiness Checklist

☐ **Primary statements**

Review your balance sheet, income statement, and cash flow statement and ensure that they accurately represent the financial state of your business.

☐ **Reconciliation**

Check that all accounts are reconciled, including bank accounts, accounts receivable, and accounts payable.

☐ **Timeliness check**

Ensure that all financial records are up-to-date and complete, including income, expenses, and cash transactions - less than one month old is the goal!

☐ **Simple financial performance analysis**

Evaluate your company's financial performance, such as revenue growth, profit margins, and debt-to-equity ratio.

☐ **Follow the rules**

Make sure that your financial reporting complies with accounting standards and regulations, including GAAP or IFRS. This makes them more comparable for buyers.

☐ **Weed out differences**

Identify any discrepancies in your financial records and reconcile them to avoid surprises for potential buyers or successors.

☐ **Lists your assets**

Prepare a list of all assets, including fixed assets, inventory, and intellectual property.

☐ **Come up with a value**

Determine the fair market value of your business and ensure that it's supported by your financial records. See our blog on some methodologies that can be used.

☐ **Look forward (with optimism)**

Identify areas of potential growth or improvement and document them to show potential buyers or successors. Remember, you know your business inside and out!

☐ **Get in touch**

Consider working with a financial advisor or accountant to ensure that your financial reporting is accurate and transparent. We can help you through all of this.