

Client Name: _____ Date: _____ Partner: _____

a) BUSINESS PROFIT IMPROVEMENT	NOTES/ COMMENTS
1. How is business generally? What are your expectations for the next 12 months?	
2. How's your cash flow?	
3. What industry and economic trends do you see happening?	
4. What are your competitors doing?	
5. What marketing activities have you been doing?	
6. How do you feel about your role in the business? a. Hours worked b. When did you last take a holiday c. How are your team performing	

b) TAXATION PLANNING	NOTES/ COMMENTS
7. Do you feel you have adequate control over your expected tax liabilities for the next 12 months?	
8. Would there be some benefit in reviewing your estimated tax position for next year based on your half year results?	
9. What superannuation contributions will you make this current year?	
10. Do you feel comfortable with your level of tax risks?	
11. Have you considered if there is any benefit in restructuring your current business structure(s)	
12. Does your current structure ensure you meet the small business CGT concessions when you sell?	
13. Does your trust deed need to be amended in light of recent tax law changes	
14. Does your superfund deed need to be amended to allow for new types of pensions to be paid on retirement?	

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c) WEALTH CREATION	NOTES/ COMMENTS
15. Have you made a full listing (business and personal) of your net wealth.	
16. Do you track the change in your total net wealth from year to year (business and personal) Is it written down?	
17. Have you worked out how much you need to live comfortably in retirement?	
18. What goals do you have for funding education, holidays?	
19. If you have shares, managed funds or other investments, how often do you review them?	

d) RISK MANAGEMENT	NOTES/ COMMENTS
20. What would happen to your family and business if you died tomorrow? If you were incapacitated? If you got sick?	
21. Do you have a valid will that is current?	
22. Do you have significant wealth sitting in trusts or superannuation and are you aware these assets don't form part of your estate?	
23. Do you have a partnership/ shareholder agreement? If yes what is the valuation mechanism?	
24. Do you have insurance to payout your business partner on death/ incapacity?	
25. What are your 3 biggest business risks?	

e) SUCCESSION & ESTATE PLANNING	NOTES/ COMMENTS
26. When do you want to retire?	
27. Do you want to sell your business?	
28. If you do plan to sell, who are the likely buyers?	
29. What needs to happen to make the business saleable	
30. Are you dispensable?	
31. What do you want to do with your wealth when you die?	

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f) Business Improvement & Technology	NOTES/ COMMENTS
32. What are you doing manually that could be done more efficiently using a better system or process?	
33. What policy do you have in regard to keeping up with technology	
34. Are there better software applications you could be using?	
35. What new computer hardware do you need?	
36. Are you using technology to interact better with your customers and suppliers?	

g) Finance	NOTES/ COMMENTS
37. Are your current financing arrangements correctly structured?	
38. Are you planning to finance any new investments in the next 12 months?	
39. Do you have any long term loans coming up for review?	