

Documents and Information Requested for Business Valuation

We understand that the following list is extensive and that all items will not be readily available, however it is essential that financial information, an inventory or depreciation schedule for plant and equipment, a staff roster and schedule of wages together with a copy of the lease of the premises be provided.

We will also require the opportunity to visit the newsagency and speak to the current owners.

- Financial Statements including Trading, Profit and Loss Statements, Balance Sheets and Depreciation Schedules etc., for at least the last three (3) financial years
- Year to Date or Interim Financial Statements (if available).
- ◆ Monthly Breakdown of sales for the last 12 months by product line i.e. soft gambling, stationery, cigarettes, magazines, phonecards, confectionery etc. (ie. Individual month reports for last 12 months)
- ◆ Advice on any paper delivery service and territory boundaries including number of deliveries per day and vehicle used for delivery.
- ◆ Details of any sub-agencies.
- Copies of any forecasts, projections and/or budgets, if available
- List of any major customers and suppliers, and the total amount of sales and purchases respectively, for each during the previous financial year.
- Organisation Chart (if available), together with an outline of proprietorship ie. Company Name (Directors names and shareholding if applicable), Trading Name etc.
- Copy of Staff Roster for a sample week, detailing staff working and Pay rates applicable to each staff member.
- Copy of summary page of three week's pay report if possible.
- Details of Hours worked by owners in the business per week.
- Depreciation Schedule detailing Plant, Fixtures, Fittings and Equipment Inventory (if available).
- Copies of any major Sale or Purchase Contracts (if applicable).
- Golden Casket and Instant Lotteries End of Year Summaries for the last two financial years and the year to date.
- Copies of Agreements for Lease, Franchise Agreements, Licence/s and/or Distribution Agreements etc.

Should you have any queries please contact