Managing Finance Profile and Needs

(See Directions section below and on page 3)

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Date:
Name:
Company Name:
Address:
City:
State/Province:
Zip/Postal Code:
Email
Website
Fax
Phone:

Company Structure
☐ C Corp ☐ LLC ☐ Proprietorship
☐ S Corp ☐ Partnership ☐ Other

NAICS Code

Area of Need ☐ CFO ☐ Mentoring ☐ Consulting

Need is: ☐ Ongoing ☐ Periodic ☐ One Time ☐ Other

Need is: ☐ Monthly ☐ Quarterly ☐ Annual ☐ Other

Needs Priority Section - Note the priority in each subject and whether it is needed

Financial analysis(1) ☐ Very High ☐ High ☐ Medium ☐ Low ☐ Need
(1)vertical/horizontal, trend, ratio, benchmarking, working capital, breakeven, industry, variance, activity based

Profit analysis(2) ☐ Very High ☐ High ☐ Medium ☐ Low ☐ Need
(2)vertical/horizontal, trend, ratio, benchmarking, working capital, breakeven, industry, variance, activity based

Banking/Finance(3) ☐ Very High ☐ High ☐ Medium ☐ Low ☐ Need
(3)structure, needs analysis, pricing/interest rate, collateral analysis, cost of capital, grants and public financing opportunities, document review, proposal prep

Financial Mgmt.(4) ☐ Very High ☐ High ☐ Medium ☐ Low ☐ Need
(4)Acct/finance procedures, operating-financial metrics/drivers, balance sheet structure, asset mgmt, cash mgmt, stakeholder and professional relationships

Strategy/Planning(5) ☐ Very High ☐ High ☐ Medium ☐ Low ☐ Need
(5)short/medium/long term planning, forward looking modeling, budget systems, expansion planning, succession planning, valuation assessment and plan

Treasury/Cash(6) ☐ Very High ☐ High ☐ Medium ☐ Low ☐ Need
(6)liquidity mgmt, cash flow planning, cash cycle mgmt, investment strategy, credit and collections mgmt, cash forecasting

Risk(7) ☐ Very High ☐ High ☐ Medium ☐ Low ☐ Need
(7)internal/external risks, financial risk profile and mgmt, risk compensation, financing risk, financial forecasting, shareholder/value risks, "what if" assessment

Directions: Download this form and save it as a PDF on your computer (the answers to this form cannot be saved as displayed). Please fill these forms out as completely as possible. The Needs Priority Section is optional but very helpful in developing a plan. Note the documents needed and how they will be delivered. Save the document to your computer and send it as an attachment to info@sheehanfinancial.com. If you are not ready to submit documents, schedule an online appointment so we can discuss needs.

If accepted, we will send a link to our secure portal for document submission. We normally will respond within 48 with our response to this request.

Describe business and its age

Describe products or services

List owners and breakdown by number of shares or ownership units

Describe industry

Which generation of management/ownership is this company

List all locations of business

Number of employees (last three years) and level of personnel turnover. Are employment contacts used?

Describe Lending Relationship (amounts, type, collateral, guarantees, interest rates, etc.)

Describe finance and accounting department (CFO, controller, bookkeeper, etc.) and experience levels

Related real estate/equipment companies or divisions

Briefly describe management team and experience

Detail Succession Plan

Check the items you will be submitting

☐ Annual Financial Statements: Bal. Sheet, P&L, Cash Flow *			
☐ CPA prepared	Sending Via	☐ Electronic	☐ Mail
☐ Spreadsheet download	Sending Via	☐ Electronic	☐ Mail
☐ Interim Financial Statements **	Sending Via	☐ Electronic	☐ Mail
☐ Monthly statements **	Sending Via	☐ Electronic	☐ Mail
☐ Accounts Receivable Aging *	Sending Via	☐ Electronic	☐ Mail
☐ Accounts Payable Aging *	Sending Via	☐ Electronic	☐ Mail
☐ Business Plan *	Sending Via	☐ Electronic	☐ Mail
☐ Budgets or Forecasts **	Sending Via	☐ Electronic	☐ Mail
☐ Fixed Asset Listing (including real estate) **	Sending Via	☐ Electronic	☐ Mail
☐ Personal Financial Statement **	Sending Via	☐ Electronic	☐ Mail
☐ Work in Process and Backlog Report *	Sending Via	☐ Electronic	☐ Mail
☐ Revenue by type and customer **	Sending Via	☐ Electronic	☐ Mail

* Required
** Optional but important if available

Provide any added information we need to know

Payment Method Preferences

CFO System	Mentoring	Consulting
☐ Hourly	☐ Hourly	☐ Hourly
☐ Monthly	☐ Quarterly	☐ Contract
☐ Quarterly		
☐ Request a Quote		

Other (describe)

Forward this information to our secure email: info@sheehanfinancial.com