## 

## Finance and Accounting Needs Assessment for Collingwood Advisors, LLC

Please email completed document to [contact@collingwoodadvisors.com](mailto:contact@collingwoodadvisors.com)

|  |
| --- |
| Contact Information |
| **Company:**  **Name**: |
| |  | | --- | | **Date**:  **Address**:    **Telephone**:  **Email**: | |

|  |
| --- |
| General |
| 1. What is currently your largest concern? 2. What accounting software are you currently using, if any? 3. Do you have an accounting staff? 4. If “no”, who is keeping the books? 5. How many bank accounts do you have (including checking, savings, credit cards, investment, etc.)? 6. How many transactions per month do you have? Please break out by billing, payments, journal entries, credit card, etc. 7. Are you currently using the cloud for your operations? 8. Please use the next page to outline your functional needs. |

|  |
| --- |
| Bookkeeping |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **“X” for Yes** |  | |  |  | “ | ‘X” for Yes | | Reconciliation of Bank Accounts |  | Depreciation | |  |  |  |  | | Reconciliation of Credit Cards |  | Goodwill Amortization | |  |  |  |  | | Payroll Administration |  | Equity Reconciliation | |  |  |  |  | | Financial System Administration |  | Close Books | |  |  |  |  | | Loan Reconciliation |  | Billing | |  |  |  |  | | |  | | --- | | Capital Asset Journal and Reconciliation | |  | Accounts Payable | |  |  |  |  | | Other (Please Specify) |  | |  |  |  |  |  |  | |  | |

|  |
| --- |
| **Controller** |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **“X” for Yes** |  | |  |  | “ | **‘X” for Yes** | | Monthly Write-up |  | Budget Implementation | |  |  |  |  | | Month-end Reporting |  | 1099 and 1096 Filing | |  |  |  |  | | Customized Solutions (Apps) |  | Property Tax Filing | |  |  |  |  | | Other (Please Specify) |  | |  |  |  | |  |  |  |  | |  |  |  | |  |  |  |  | |  |  |  |  |  |  | |  | |

|  |
| --- |
| **CFO** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **“X” for Yes** |  |  |  | “ | **‘X” for Yes** | | Financial Planning and Analysis |  | Negotiation |  |  |  |  | | Business Start-up |  | Valuations |  |  |  |  | | Capital Financing |  | Mergers & Acquisitions |  |  |  |  | | Operating Agreements |  | Capital Structure |  |  |  |  | | Product Profitability |  | Interim Solutions |  |  |  |  | | Restructure/Reorganize |  | Spin-offs |  |  |  |  | | Strategic Planning |  | Strategic Modeling |  |  |  |  | | Due Diligence |  | Investment Policy |  |  |  |  | | Margin/Cost Structure |  | Sensitivity Analysis |  |  |  |  | | Cash Flow Planning |  | Other (Please specify) |  |  |  |  | |  |  |  |  |  |  |  | |