



FINANCE 101



**STRAWBRIDGE CFO
CONSULTING GROUP**

BRIDGING THE GAPS IN BUSINESS



DUE DILIGENCE SUPPORT

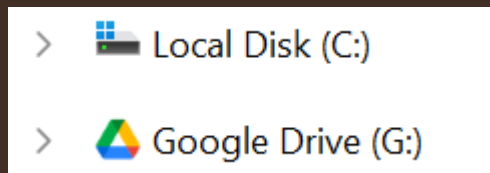


DUE DILIGENCE SUPPORT

During the going-to-market process, a fractional CFO can help get ready for sale. This starts from the beginning to build a central depository and folders to make you ready for upload at an instance. I have worked with companies that buried and used email as their main source of storage, and it can be a nightmare searching through archived email folders.

Systems: We would recommend to use Microsoft Sharepoint® for your central file storage. It comes with your email licenses and works as the main cloud storage to access files at the touch of a button. A company can also add zee drive through thinkscape.com to map drives to cloud systems which works similar Google Drive® or One Drive® from Microsoft. In addition, datasites can be used as the virtual data room during the diligence process to tag and process files during production.

[Map OneDrive for Business as a Network Drive - Reliably \(thinkscape.com\)](#)



DUE DILIGENCE SUPPORT



The Due Diligence Checklist can be overwhelming without proper data storage, internal controls, and quality control procedures to mitigate discrepancies in file management. You should expect the following requests:

- ❖ Finance Due Diligence Request (for Buyside QofE)
- ❖ Tax Request List – (prior returns, correspondence w tax agencies, exposures)
- ❖ ESG Request –(census, diversity and inclusion program, client satisfaction scores, surveys, antibribery policy)
- ❖ EH&B Request List – HR, Payroll vendors, ACA Compliance & IRS Filings, Welfare Plans, Insurance, open enrollment communication)
- ❖ IT Request List – back office and front office documentation, IT infrastructure, IT Disaster Recovery plan, inventory of assets)
- ❖ Retirement Request List – retirement plan audits, 5500s, Plan testing, summary plan description)
- ❖ Property & Casualty Diligence Request List – (claims history, leases, property, surety bond, if applicable)
- ❖ 1099 Contractor Review Request List
- ❖ Legal Request List
 - ❖ Corporate & Organization
 - ❖ Contracts & Commitments
 - ❖ Employment & Labor
 - ❖ Benefits
 - ❖ Intellectual Property
 - ❖ Real Estate

