



THE ALTERNATIVE BOARD®
Achieve Success with Peer Advice and Coaching

TAB Financial Assessments **Client Review Questions**

Liquidity

	<u>Yes</u>	<u>No</u>	<u>Not Sure</u>	<u>N/A</u>
1. Do you currently have the resources to grow your business without experiencing cash shortages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you annually budget for your expected cash requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a formalized process for new customer credit approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you manage your accounts payable disbursement practices to maintain good vendor relationships, vendor pricing, and your credit rating, while still delaying cash outlays as long as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Profits & Profit Margin

	<u>Yes</u>	<u>No</u>	<u>Not Sure</u>	<u>N/A</u>
1. Do you know your Gross Margin and is it comparable to your industry peers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. What are your fixed costs per month, do you need to add additional fixed costs to operate more effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a comprehensively designed marketing plan and has it increased the effectiveness of your overall marketing efforts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your compensation system effectively encourage increased productivity, revenues and gross profit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sales

	<u>Yes</u>	<u>No</u>	<u>Not Sure</u>	<u>N/A</u>
1. Have you established sales goals for next year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you describe your ideal customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 3. | Do you formally track customer satisfaction to determine if you meet or exceed your customer's expectations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Does your sales person compensation system effectively encourage increased revenues and profits? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Borrowing

Yes No Not Sure N/A

- | | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. | In regards to your relationship with your bank, are there any debt covenants or other issues that you have a hard time fulfilling? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Are you able to obtain reasonable terms from suppliers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Asset Management

Yes No Not Sure N/A

- | | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. | Do you currently utilize over 80% of your company's operating capacity during peak times? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Do you currently estimate the return on investment and set targets before purchasing new equipment, hiring new employees, or adding new business lines? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Employees

Yes No Not Sure N/A

- | | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. | Do you have a profile for an ideal candidate for each job in your company? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Do you currently have job descriptions and policies and procedures in place for each position that adequately explain "How we do it here"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Could you increase production without dramatically altering your workforce? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Do you actively solicit ideas and suggestions from your employees in an attempt to improve productivity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |