Business Advisor Checklist

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Areas reviewed for the Business Owner, Key-persons, Executives:

☐ Legal (succession planning and buy-sell agreements, estate planning, etc.)
☐ Accounting (business valuation, ESOP, re-capitalization, etc.)
☐ Banking (commercial loans, mortgages, refinancing)
☐ Financial and Retirement Planning (deferred comp, executive benefits, etc.)
☐ Insurance (buy-sell, key-person, life, disability, long-term care, etc.)

Areas reviewed for the Business:

Legal
☐ Organizational documents, customer and vendor contracts
☐ Employment related, discrimination policies, grievances and employee-related disputes
☐ Non-competition, confidentiality and non-solicitation agreements

Accounting and Bookkeeping
☐ Traditional services ☐ Consulting
☐ Tax planning ☐ Audit

Banking

Payroll Services
☐ In-house
☐ Outsourced

Strategic Planning and Management Support
☐ Business plan development ☐ Profitability analysis ☐ Feasibility studies
☐ Cash flow projections ☐ Exit strategy development ☐ Operations manuals

Retirement Planning (qualified and nonqualified)
☐ Profit Sharing (New Comparability) ☐ 401(k) (Safe Harbor)
☐ Deferred Comp/ Split Dollar ☐ Cash Balance (412i) & Defined Benefit

Commercial, Liability and Business Insurance including Worker’s Comp

Group Insurance
☐ Health ☐ Dental
☐ Disability ☐ Long-term Care
☐ Life ☐ Vision
Areas reviewed for the Employee:

Employee Pre-taxing and Employer FICA-reducing Strategies
(IRC Section 125, 105, HSA, FSA and Cobra Testing)
☐ Insurance premiums
☐ Medical-related expenses
☐ Dependent care expenses up to $5,000 per year (including summer camps)

Personalized Benefit Statements Help Employees:
☐ Realize the dollars you spend on their benefits each year including unemployment insurance, worker’s comp, holidays, vacation time, sick leave, health insurance, 401k, etc.

Voluntary Payroll-deduction Programs
☐ Life
☐ Health
☐ Disability
☐ Long-term Care
☐ Hospital Income
☐ Accident
☐ Cancer
☐ Critical Illness

Seminars “Lunch and Learn”
☐ “Going from Employee to Retiree”
☐ “Plight of the Caregiver and Long-Term Care Insurance”

Areas reviewed for Individuals:

☐ Financial planning (401k, IRAs, 529 Plans, Annuities, etc.)
☐ Insurance (life, disability, long-term care etc.)
☐ Accounting (tax returns and tax planning strategies)
☐ Banking (mortgage, loans)
☐ Legal (wills, medical directive, trusts, etc.)

Referrals for Owners, Businesses, Employees, Individuals:

☐ Legal
☐ Accounting
☐ Payroll
☐ Insurance
☐ Employee Benefits
☐ Third Party Administrators
☐ Retirement Plans and Investments
☐ Banking