

## **Acquisition Checklist**

### **Listing of information needed for review of financial and accounting records**

*[All information is requested for the most recent two years and the current year-to-date unless otherwise stated]*

1. Financial statements (monthly internal balance sheet and income statements and all audited year-end financial statements or other reports issued by the Companies independent accountants)
2. Detail general ledgers
3. Chart of accounts
4. Books of original entry
5. Subsidiary ledgers to agree to the general ledger
6. Details of prepaid and accrued items reported on the balance sheet
7. Bank statements with enclosures and bank reconciliations
8. Aged accounts receivable and accounts payable lists
9. Physical inventory records and reconciliations for merchandise inventory
10. Detail fixed assets listing and/or depreciation schedules
11. Underlying source documents for payables for the current year
12. Property tax notices for the current and prior year
13. Published houseboat and slip rental rates covering the period stated above
14. Reservation and deposit logs for houseboat and cabin rentals
15. Houseboat and cabin rental contracts
16. Information to determine the number of houseboat rentals and the amount of rental income by category/size.
17. Occupancy/slip rental/storage rental reports
18. Slip rent rolls and copies of customer leases, files, etc.
19. Full copies of the prior three years income tax returns as filed, with all amendments
20. Payroll tax reports
21. Listing of employees by entity and department, including compensation amounts, job descriptions and titles.
22. Details of all benefits programs, bonus structures, commissions, company vehicles or auto allowances and any other employee perks
23. Group health and life insurance statements for the last six months
24. Employee handbook/manual
25. Sales tax reports
26. Concession payment reports to all lessors and governing bodies to support related lease payments, license fees, etc. (such as U.S. Corp of Engineers)
27. Copies of insurance policies for property, liability and workman compensation, including results of related premium audits
28. Listing of related parties (including all entities in which the principals have a direct or indirect ownership interest) and description of transactions between the parties and the properties in the selling group