

My assets assessment tool

The **My assets assessment** tool is a series of statements covering all activities involved in a business transfer process. We recommend that you fill out this assessment before initiating the business transfer process.

The purposes of this tool are to:

- make you aware of the various factors you must consider when initiating a business transfer process;
- help you assess your preparedness for your business transfer;
- enable you to choose the appropriate actions to ensure a successful business transfer;
- encourage you to take action to plan your business transfer.

Instructions:

1. Read each of the following statements, and carefully consider your current situation.
2. Review each of the statements and answer Yes or No to each one by checking the appropriate box.
3. Add the total number of Yes's and No's.
4. In the Overview of my assessment section, enter the number of Yes's under My Assets, and the number of No's under My Liabilities.
5. Subtract your liabilities from your assets, and enter the result under Difference between my assets and my liabilities. This difference is simply an indicator to help understand your current situation with respect to your business transfer project.
6. Taking into account only your assets, under My preparedness for and understanding of the transfer process, check the level of preparedness (low, average or high) corresponding to this number.
7. Taking into account the results of your assets assessment, write down your three main concerns under What are my three main concerns?
8. Finally, fill in the table entitled Action plan to reduce/eliminate my concerns, and use the plan to guide you in the process, being sure to stay on schedule.

My assets assessment

FACTORS AND ACTIVITIES INVOLVED IN A BUSINESS TRANSFER	YES	NO
1. I am familiar with all the components of a business transfer plan.	<input type="checkbox"/>	<input type="checkbox"/>
2. I am aware of the consequences of not planning the transfer of my business.	<input type="checkbox"/>	<input type="checkbox"/>
3. I have already started drafting my business transfer plan.	<input type="checkbox"/>	<input type="checkbox"/>
4. I have drafted a strategic development plan for my business.	<input type="checkbox"/>	<input type="checkbox"/>
5. I take care of my health and feel full of vitality.	<input type="checkbox"/>	<input type="checkbox"/>
6. I am aware that I must plan my business transfer.	<input type="checkbox"/>	<input type="checkbox"/>
7. I know the type of successor I want.	<input type="checkbox"/>	<input type="checkbox"/>
8. I know the role I want to play in the business between now and the time of my exit.	<input type="checkbox"/>	<input type="checkbox"/>
9. I have set the date of my exit from the business.	<input type="checkbox"/>	<input type="checkbox"/>
10. I have projects lined up for my retirement.	<input type="checkbox"/>	<input type="checkbox"/>
11. I am aware of my financial needs for my retirement.	<input type="checkbox"/>	<input type="checkbox"/>
12. I have open discussions about the transfer with my family members and close advisors.	<input type="checkbox"/>	<input type="checkbox"/>
13. I have examined all the issues involved in the transfer of my business.	<input type="checkbox"/>	<input type="checkbox"/>
14. I know the fair market value of my business.	<input type="checkbox"/>	<input type="checkbox"/>
15. I know what my business needs are in order to ensure its continuity.	<input type="checkbox"/>	<input type="checkbox"/>
16. I am aware of the impacts of my marriage contract on my succession.	<input type="checkbox"/>	<input type="checkbox"/>
17. I have studied the possible legal scenarios.	<input type="checkbox"/>	<input type="checkbox"/>
18. The legal contracts associated with my business are clear.	<input type="checkbox"/>	<input type="checkbox"/>
19. I have a will that reflects my current wishes.	<input type="checkbox"/>	<input type="checkbox"/>
20. I have signed a power of attorney.	<input type="checkbox"/>	<input type="checkbox"/>
21. I have studied the tax scenarios related to the transfer.	<input type="checkbox"/>	<input type="checkbox"/>
22. The current tax planning for the business is optimal, and I have reduced my tax burden.	<input type="checkbox"/>	<input type="checkbox"/>
23. I have studied the possible financial scenarios.	<input type="checkbox"/>	<input type="checkbox"/>
24. The business's financial structure is optimal.	<input type="checkbox"/>	<input type="checkbox"/>
25. I feel that I am financially secure.	<input type="checkbox"/>	<input type="checkbox"/>
26. I feel that my assets are protected.	<input type="checkbox"/>	<input type="checkbox"/>
27. I'm aware that I might have to finance part of the transaction.	<input type="checkbox"/>	<input type="checkbox"/>
28. I have prepared my business for due diligence.	<input type="checkbox"/>	<input type="checkbox"/>
29. I can rely on the support of a group of competent business transfer specialists who work as a team.	<input type="checkbox"/>	<input type="checkbox"/>
30. I am aware that Desjardins can help me and guide me through the entire business transfer process.	<input type="checkbox"/>	<input type="checkbox"/>

My assets assessment

Overview of my assessment

My assets = _____

My liabilities = _____

The difference between my assets and my liabilities = (-) _____ (+) _____

My preparedness for and understanding of the transfer process

Checkmark the statement corresponding to your assets assessment

Low 0-11 Average 12-23 High 24-30

Given the results of my assessment, what are my three main concerns?

For example:

1. Evaluate the market value of my business.
2. Determine how I want to spend my retirement.
3. Evaluate my financial needs for my retirement.

ACTION PLAN TO REDUCE/ELIMINATE MY CONCERNS

CONCERNS	ACTIONS	TARGET DATES	PERSONS INVOLVED	FOLLOW-UP DATE
Example: 1) Have the market value of my business valuated	Contact a business valuation expert Hire an expert to value the business	In May	My accountant	On Friday, three weeks from now
2) Determine how I want to spend my retirement	Take time to reflect on and discuss the transfer with my family members Set a date for my exit from the business	By December, I will have taken an orientation		Ongoing thought process
3) Evaluate my financial needs for my retirement	Call my financial planner at Desjardins	Within 1 month	My financial planner and my spouse	Call my financial planner next week

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ACTION PLAN TO REDUCE/ELIMINATE MY CONCERNS

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