



# Business Health Assessment

## Guided Questionnaire

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

QUESTIONS	Strongly Disagree				Strongly Agree
	1	2	3	4	5
<b>Corporate Strategy</b>					
We know where our business is in the business lifecycle and have started planning for the next cycle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company has a strategic 3- or 5-year plan that is being implemented successfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The business has the right advisors (CPA, Financial Planner, Attorney) working together to serve it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We know our distinctive competency that sets us apart from our competitors and have a plan to maintain our competitive advantage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We consistently work to identify opportunities for increased sales and profits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a process for monitoring and identifying risk and engage in risk mitigation planning and avoid assuming unnecessary risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a good working relationship with our suppliers/vendors and have written contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are not dependent on one vendor/supplier for a critical item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Compliance</b>					
We have all required licenses for our business, and they are up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We comply with the legal requirements of our business structure, i.e., hold annual meetings, keep minutes/corporate records, elect officers, maintain separate personal and company funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We understand how we are collecting, storing, using, and sharing the information that we have - both internally and externally - and what laws apply to that information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have implemented reasonable administrative, technical, and physical safeguards to protect confidential and personal information that our business collects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Human Resources</b>					
We regularly review and update employee agreements, employee manuals or workplace policy manuals to reflect current practices, business needs and legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee policies are applied equally to all employees/staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll is monitored to ensure employees are paid accurately and on time with appropriate withholding, deductions, and accruals of overtime, vacation, and sick leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Financial</b>					
The company has an effective process for accounts receivable and past due accounts. We know who owes us and how much is owed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a system of internal controls designed to minimize errors in the accounting records and to deter fraud, embezzlement and theft by employees, customers, and vendors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We engage in forecasting to be better prepared for future events/trends that could impact our business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exit Planning</b>					
The company owners' estate plans are up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company has a written succession plan in the event of a sudden death or disability. Key people and employees are familiar with the plan and will be able to execute it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company's owners have executed a Shareholder or Operating Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Property</b>					
The company's IP is protected through copyright, trademarks, patents and/or NDAs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease agreements are in place for each location and have been reviewed by legal counsel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance policies are in place to protect the company's assets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a complimentary analysis of your Business Health Assessment, please return to [contact@equinoxbusinesslaw.com](mailto:contact@equinoxbusinesslaw.com)

The Business Health Assessment is for informational and educational purposes only and is not legal advice. Speak with one of our attorneys before taking or refraining from any action.