


CHECKLIST

To get the most from your Profit First for Franchise Business Owners course, complete the following checklist prior to the first group session:

- Read** (or listen to the audio book) **Profit First by Mike Michalowicz.**
To save money, you can download the first five chapters of the original version of the book at: <http://summermorriscpa.com/profit-first-chapters>

- Gather your financial statements.**  **If you don't have and can't get financial statements:**
 - Last completed tax return
 - Bank statements for the last 12 months (*fewer if new business*)

If you do not have up-to-date financial statements, reach out to your accounting professional for current ones:

- For Franchise Businesses:**

Gather a copy of your Franchise Disclosure Document (FDD)
- Profit and Loss (Income)** statement for the last 12 months
Cash basis- NOT accrual
- Balance sheet for the same period as your Profit and Loss statement**
Cash basis- NOT accrual
- Statement of Cash Flow for the last 12 months**
This is an accrual basis statement, and that's okay!
- Gather the contact information for your bank.**

Phone number and contact name

 - Your current bank**
Where you will have most of your Profit First bank accounts
 - Your second bank**
For your "no temptation" accounts

Please bring a calculator each day to training.

Email your training questions to Hello@SummerMorrisCPA.com

