



**ADDEDValue**  
CORPORATION PTY  
LTD

## Assets

### Items to Consider / Value (non goodwill)

<b>Cash</b>	
<b>Deposits</b>	(investments and utility charges)
<b>Payments In Advance</b>	(insurance, telephone system rental, Workers Compensation and other Insurance, Computer maintenance, subscriptions, interest, etc)
<b>Equipment</b>	
<b>Furniture</b>	
<b>Library</b>	
<b>Consumables On Hand</b>	(stationary and include party items on hand)
<b>Other Investments</b>	(interests in associated or separate businesses such as a Word Processing Service, Employment Agency or Investment Advice business)
<b>Premises</b>	(if owned)
<b>Premises Leasing Benefit</b>	
<b>Computer Software</b>	



## Liabilities

### Items To Consider

- \* **Bank Overdraft**
- \* **Credit Card Debt Outstanding**
- \* **Commercial Bills**
- \* **Loans** (from finance institutions, spouses, etc)
- \* **Hire Purchase Debts**
- \* **Outstanding Leasing Obligations**
- \* **Provisions for Annual, Long Service and Sick Leave** (watch for Director/Shareholder long service leave)
- \* **Trade Creditors**
- \* **Accruals** (telephone, electricity, additional workers compensation insurance, increased operating costs in respect of premises lease, etc)
- \* **Income Tax** (for a company and some trust structures)
- \* **Fees Received in Advance**
- \* **PI Claim** (include estimated cost, including lost time defending the action)