



Fraud and Family Matters:
**HOW TO ASSESS
INCOMPLETE DISCLOSURE.**

A SIMPLE DISCLOSURE WORKSHEET

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NEED HELP?

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Expert Witness Valuation Checklist.

THE LIST OF DOCUMENTS THAT ARE REQUIRED FOR AN EXPERT WITNESS BUSINESS VALUATION.

Information required (where available) for all Business Valuation conducted by a Forensic Accountant during a Property Settlement:

Last 5 years financial statements (Balance Sheet and Profit and Loss)

Current year financial statements to date, BAS and management accounts

Copy of any forecasts or projections for the following twelve months

The company's legal type and ownership structure, including owners and percentages of ownership

Identical financial and structure information for any trusts that form a part of the valuation as well as applicable Trust Deeds.

Tax returns for the past three to five years

Copy of current ATO running balance

Details of contracts with Senior Employees

Payroll details for the past three to five years

Listing of all intellectual property - patents, copyrights, trademarks/service marks - and all license agreements

Listing of Accounts Receivable (aged)

List of Accounts Payable (aged)

Listing of sales by customer for past three to five years

Summary of Salaries / wages paid to all employees for the past three to five years

Franchise Agreement, if applicable

Expert Witness Valuation Checklist.

Documentation on any current loans to or from the business

Copy of current lease agreements, if applicable

Details of all major assets and any particular valuations of plant and real estate

Details of any contracts for the provision or receipt of goods and / or services for the past 3-5 years

Current list of Furniture, Fixtures and Equipment (FF&E) with Fair Market Value of each Item

Details of all major liabilities not specifically outlined above, including borrowings, creditors, tax, leases, superannuation and other employee entitlements

Narrative with regards to major events in the history of the business

All relevant corporate documents, including Company Constitution

Projected Cash Flow and Balance Sheet for the next 12 months (if available)

During the course of engagement, it may be necessary for a forensic accountant to request further information. If that is the cause during an expert witness valuation, access to your current accountant or owner of the business might be requested in order to expedite any requests.

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Disclosure Documents Checklist.

THE LIST OF DOCUMENTS THAT SHOULD BE COLLATED FOR DISCLOSURES.

PERSONAL DOCUMENTS:

- Tax Returns for the past 3 years
- Notices of Assessment for the past 3 years
- Last 3 payslips
- Member Statements for any superannuation interest for the past 3 years
- Bank Statements from date of separation to now
- Loan Statements from date of separation to now
- Credit Card statements from date of separation to now
- Share Statement/s
- Evidence of any other personal assets or debts

FOR EACH BUSINESS OR COMPANY (IF APPLICABLE)

- Constitution and any amendments
- Financial Statements for the past 3 years
- Tax Returns for the past 3 years
- Business Activity Statements for the past 12 months

Disclosure Documents Checklist.

FOR EACH FAMILY OR OTHER TRUST (IF APPLICABLE)

- Trust Deed and any amendments
- Financial Statements for the past 3 years
- Business Activity Statements for the past 12 months

FOR EACH PARTNERSHIP (IF APPLICABLE)

- Partnership Agreement and any amendments
- Financial Statements for the past 3 years
- Business Activity Statements for the past 12 months

FOR EACH SELF-MANAGED SUPER FUND (IF APPLICABLE)

- Trust Deed and any amendments
- Financial Statements for the past 3 years

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Forensic Investigations Process.

THE FEATURES IN THE PROCESS A FORENSIC ACCOUNTANT WILL FOLLOW IF THE MATTER PROGRESSES TO A FORENSIC INVESTIGATION.

AN ALLEGATION IS MADE:

- To establish the evidence and build a case to prove or disprove that allegation
- A single intuitive investigation management methodology that streamlines the investigation
- Builds a brief of evidence as the investigation progresses
- Tracks the investigative activity, including associated exhibits (source documents) and incorporates forensic accountants notes
- Develops evidence matrix and maps against allegation
- Brief of evidence (investigation report) meeting the criteria set out in the brief of instructions from parties involved

OUTCOME:

- Identifies proven and unproven elements of the investigation
- Produces a contemporaneous and accurate forensic report

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