

**Financial Due Diligence for Medium to High Risk National Collaborations**

On completion of this form, please send through to [collaborative@surrey.ac.uk](mailto:collaborative@surrey.ac.uk)

Name of the partnership: Click here to enter text.

In collaboration with: Choose an item.

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| On review of the credit report, please identify any concerns over the partner’s ability to continue with the proposed agreement? | Click here to enter text. |
| Is there a high turnover of senior staff? | Click here to enter text. |
| Have there been any audit report qualifications in the last two years? | Click here to enter text. |
| Has the partner been profitable and is it forecast to continue to be so? | Click here to enter text. |
| If there is a P & L forecast, does this look reasonable compared to historical numbers? | Click here to enter text. |
| If the current year is a loss, what is the ratio of reserves to this loss? | Click here to enter text. |
| Is turnover declining? | Click here to enter text. |
| Are there any concerns over cash levels? | Click here to enter text. |
| If there is a cashflow forecast, does this roughly tie in with the P & L forecast? | Click here to enter text. |
| Does this forecast the cash to decline? | Click here to enter text. |
| Are there any tangible fixed assets? | Click here to enter text. |
| Is the level appropriate for the size and nature of the business? | Click here to enter text. |
| Does the entity have net current assets or liabilities? Are there any other concerns over the ability to meet liabilities (eg short term creditors high compared to cash and debtors)? | Click here to enter text. |
| Do the statutory accounts (figures, notes or directors’ report) highlight any other areas of concern, eg consider staff size, unusual or increasing expenditure, borrowing levels, any contingent liabilities, capital or other commitments, over-reliance on single / few customers. | Click here to enter text. |
| Does the credit report indicate any other risks not highlighted above such as legal charges on the company’s assets? | Click here to enter text. |
| Any additional information that may be pertinent to the collaboration | Click here to enter text. |

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| Upon review of the financial evidence that has been gathered above, please confirm if there are any areas that require clarification or are cause for concern. | Click here to enter text. |

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| **Confirmation**  By checking this box, you confirm that the information provided is satisfactory and that no further information is required at this stage | Name: Click here to enter text.  Position: Click here to enter text.  Date: Click here to enter a date. |