



ACCOUNTING, FINANCE, TAX & HR FOR STARTUPS

Venture Funded Company Financial, Tax and HR Due Diligence Checklist

Startups raising venture capital are closely scrutinized by potential investors. This due diligence helps the VC understand the operations and potential of the startup.

Kruze Consulting's clients have raised over half a billion dollars in venture and seed funding in the past 12 months, and we've seen many, many financial, tax and HR due diligence checklists used by top tier venture investors (and large corporate acquirers of startups).

This is a sample financial, tax and HR due diligence checklist that your startup can use to help be better prepared for a fund raise. Most venture capitalists have their own, unique due diligence checklist, but this is a consolidated list of the most common requests we see top tier investors making.

Of course, VC's will also conduct legal, sales and marketing, technology, market and other categories of due diligence, which we do not cover in this list.

Happy fundraising!

FINANCIAL

REQUEST	PERIOD REQUESTED	NOTES	PRIORITY	STATUS
Income Statement	Last 3 years By month and by year		High	
Balance Sheet	Last 3 years By month and by year		High	
Cash Flow Statement	Last 3 years By month and by year		High	
Financial Projections: • Income Statement • Cash Balance	Next 3 years By month and by year	Explain the key KPIs and how they change as the company matures	High	



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Bookings History / Projections	Last 3 years Next 3 years By month and by year	For companies with sales teams	High	
AR Aging and Projections	Current period	Include and AR greater than 90 days past due	Low	
Deferred Revenue Details and Projections	Last 3 years By month and by year	Highlight the product or service associated with major deferred revenue positions	Low	
Schedule of bad debt and write offs	Recent period, near-term projections	If any Include any material projections	Low	
Inventory	Current period	Value by SKU Include aging and any amounts deemed obsolete	Low	
Accounts Payable	Current period	List of any employees or service providers that are unpaid, have not been paid in full to date, or are subject to any payment deferral arrangements	Low	
Name of Current Accounting System	Current	And the date started using the system	Low	
Name of Current Payroll System	Current	And the date started using the system, and payroll schedule (weekly, bi-monthly, monthly)	Low	
Contracts and Invoices for top 10 clients	Current Period	Not relevant if not an enterprise sales model	High	
Contracts and Invoices for any churned clients	Last 6 months	Only material clients	High	



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Leases	Current Period	Any agreements concerning the purchase, lease or sublease of real property Any personal property leases	Medium	
Material Contracts	Current	Any agreements, understandings, instruments, contracts or proposed transactions to which the Company is a party or by which it is bound which involve obligations of, or payments to, the Company in excess of \$20,000	High	
Cost to Acquire Customer	Current and Previous Year	Highlight expenses included and excluded	High	
Customer LTV	Current and Previous Year	Explain the assumptions behind the calculation	High	
Customer Churn Rate	Current and Previous Year	Explain any changes in churn rate	High	

TAX

REQUEST	PERIOD REQUESTED	NOTES	PRIORITY	STATUS
Federal Tax Returns	Last 3 years		High	
Local / State Tax Filings	Last 3 years		High	
Correspondence with tax authorities	Since inception	Federal, state and local - any correspondence between the Company and the IRS or any state or local tax bureau or any federal, state or local governmental authority	High	



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409A valuations	Last 2	Copies of Internal Revenue Code Section 409A valuation reports	High	
R&D Tax Credit Reports	Current Period		Medium	

HR

REQUEST	PERIOD REQUESTED	NOTES	PRIORITY	STATUS
Organization Chart	Current	Who reports to whom	High	
Salary Schedule for All Employees	Current	Showing title, current base salary and bonus for all employees; include any obligations to terminated employees. Highlight any changes to salaries, bonuses or compensation to employees after the transaction	High	
Consultants	Current Period	List of consultants, role and cost	High	
Projected Hiring Plans	Next 3 Years	Projected hires by month, with title and projected compensation	High	
Transactions with Officers	Current Period	Any existing or proposed agreements, understandings or transactions between the Company and any of its officers, directors, material stockholders or any affiliate including, without limitation, non-competition agreements, employment agreements and non-form offer letters	High	



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Insurance	Current Period	Any insurance policies (including documentation regarding workers' compensation insurance) held by the Company or of which the Company is a beneficiary and a summary of such policies, if available	Medium	
Offer Letter	Current period	Copy of the Company's standard offer letter	Medium	
Special Employee Agreements	Current period	All employment agreements and other documents (such as offer letters) that contain change of control, severance provisions, bonus provisions or acceleration of stock or option vesting	Medium	
Employee Benefits	Current Period	Any employee benefit plans and arrangements, including, without limitation, stock option plans, bonus plans, pension plans, 401(k) plans insurance plans and forms of agreements (including copies of all form of option and stock agreements that are in use)	Medium	
Employee Accrued Expenses	Current period	A list and breakdown of all outstanding accrued salary, paid time off, and reimbursable expenses	Medium	
Foreign Employees	Current Period	If the Company has any foreign employees, a list (separated by country) of all benefits provided to foreign employees, and their locations	Medium	



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WHO WE ARE



We've built our practice by using best of breed accounting software. Leveraging technology allows us to be more efficient with our time, which saves our clients lots of money. And it frees us up to focus on higher value add activities.



CFO services, bookkeeping, annual taxes, expense reports, payroll, benefits; we've got you covered. Custom tailored dashboards are provided weekly or monthly, depending on your preference.



We focus on angel and venture backed Delaware C-Corps. It's our niche. We service startups in San Francisco, New York City, Los Angeles, and Chicago.



We're not just about churning out financials, we want to meet in person and talk about where you are now and where you'd like to be. We've found that one of the biggest factors in making a startup successful is their network. We're in this together.



We build financial models that have been used to pitch (and secure millions in funding) from premier VC firms and top angel investors. We also provide 409A valuations, KPI dashboards, cap table management, venture debt consulting, budgeting, and much more.



Founder & CEO, Vanessa Kruze, is a CPA, Deloitte Tax alumni, and former Controller of a 120+ FTE startup. Kruze CFO, Scott Orn, is a Kellogg MBA, former VC Partner, and investment banker. Our Staff Accountants and Controllers come from the Big 4 and venture backed startups.

PRICING

Pricing is based on the volume and complexity of your unique business. All prices are subject to change.

Financial Consulting

- Staff Accountant \$85
- Senior Staff Accountant \$110
- Controller \$140
- Financial Modeling \$300
- Venture Debt \$300
- CFO \$250
- Tax Advisory \$395

Taxes

- No activity \$350
- Starting at \$1,250 for Federal & 1 State.
- Each Additional State is \$500
- R&D Tax Credits - fixed fee of 15% of the anticipated captured credit amount with a minimum fee of \$2,000

409A Valuation

- Seed \$1,500
- Seed A \$2,000
- Seed B \$2,500
- Seed C \$3,000



Vivek Sodera
Co-Founder of Superhuman

“We're huge fans of Vanessa and the folks at Kruze Consulting. They set up our books, finances, and other operations, and are constantly organized and on top of things. As a startup, you have to focus on your product and customers, and Kruze takes care of everything else!”