

POST-CLOSING REPORTING REQUIREMENTS

(taken from Equity Loan and Grant Agreement)

I. Monthly

- a. Income statement and cash flow statement
- b. Number of jobs (full-time and part-time)
- c. Evidence that taxes have been paid (BOE, state and city taxes, etc.)
- d. Additional amounts invested into the business
- e. Additional loans obtained by the business
- f. Loan balances outstanding and repayment amount
- g. Bank statements
- h. Invoices and receipts corresponding with debits shown in bank statements
- i. If business provides health insurance to its employees
- j. If the business has opened a new location
- k. If the business has closed
- l. If the business has moved
- m. If there was a change in ownership
- n. If there is a change in a relationship with a General Applicant Incubator
- o. If there was a change in the operating agreement or other organizational documents

I. Technical Assistance Meeting

Borrower/grantee agrees to participate in post-closing advising, including meetings to help the business grow and prosper. This technical assistance will include the development and review of the following:

- a. Financial statements
- b. Budget to actual comparisons
- c. Business plan progress
- d. Achievement of operational metrics
- e. Action plan to fuel business growth including sales, marketing and customer acquisition strategies
- f. Analysis of cash burn and spending strategies
- g. Job creation plan
- h. New equipment, furniture, and fixture expenditures