13 UNNECESSARY MISTAKES

How to reduce your project grade:

1. Your grade will be reduced if you use a minus sign on the PSC Income Statement (except where directed to do so by your professor) **DO NOT USE MINUS SIGNS ON THE INCOME STATEMENT!**
   
   *IF YOU BELIEVE YOU NEED TO USE A MINUS SIGN ON THE INCOME STATEMENT – SEE YOUR PROFESSOR FIRST*

2. Your grade will be reduced if you use a minus sign on the PSC Balance Sheet (except where directed to do so by your professor) **DO NOT USE MINUS SIGNS ON THE BALANCE SHEET!**
   
   *IF YOU BELIEVE YOU NEED TO USE A MINUS SIGN ON THE BALANCE SHEET – SEE YOUR PROFESSOR FIRST*

3. Your grade will be reduced if you do not carefully follow the following guidelines. You almost always have to use **SOME minus signs in the Cash Flow section** of the PSC.
   
   ➔ When cash is "Provided" no minus sign is necessary
   ➔ When cash is "Used" a minus sign is a **MUST**
   
   *IF YOU ARE NOT SURE – SEE YOUR PROFESSOR FOR HELP*

4. Your grade will be reduced if you incorrectly report the number of **common shares** of stock outstanding on PSC balance sheet (See the very last line.)

5. Your grade will be reduced if you leave the last line of the PSC blank (number of **common shares outstanding**) [see # 4 above]

6. Your grade will be reduced if you do not report **dividends** for your target company if they have been paid. To determine if dividends have been paid, go to the Statement of Cash Flows and look under **FINANCING ACTIVITIES**. If dividends show here, your company has paid dividends and you must report
the dividends. DO NOT REPORT THE AMOUNT SHOWING IN THE STATEMENT OF CASH FLOWS. That is total dividends and you need dividends PER SHARE.

7. Your grade will be reduced if you do not show ANY OPERATING EXPENSES. A company cannot operate without operating expenses.

8. Your grade will be substantially reduced if you do not include the Income Statement, Balance Sheet, and Statement of Cash Flows from your target AND benchmark companies.

9. Your grade will be significantly reduced if you do not include ALL the tabs from your Performance Scorecard analysis template.

10. Your grade will be significantly reduced if you do not follow EXACTLY all of the guidelines for writing your semester project. See your syllabus for specifics.

11. Your grade will be significantly reduced if you do not include the BETA, Historical Share Price, EPS, and Diluted EPS.

12. Your grade will be reduced if you enter extra zeros “0” so do not enter extra zeros without checking with your professor. NO EXTRA ZEROS!!

13. Your grade will be reduced if you wait until the last minute to start working on it. DON’T BE A SLOW STARTER!!!