



OPENGATE CAPITAL

SARGENT AND GREENLEAF | DELANEY | PREMIER

2020

REPORTING, SUBMISSIONS AND MEETING CALENDAR

Schedule of Submissions

No.	Submission	Description of Submission	Submission Day and Time
Daily			
1	Cash, Loan and Availability Balances	Summary of daily cash, loan and availability balances	Daily (before 12.00 PM PST)
2	Daily Sales Dashboard	Daily and Month-to-Date (MTD) sales and backlog summary	Daily (before 12.00 PM PST)
Weekly			
3	13-Week Cash Forecast	Rolling 13-week cash and availability forecast	Friday - before 12.00 PM PST
Monthly			
4	Monthly Flash	Summary results and discussion of key discussion matters for the month (including covenant compliance)	By 7 th business day of the following calendar month, or 1 day after P&L received from SBD if later
5	Monthly Financial and Operating Review (MOR) Deck	Report summarizing financial and operational results for the month, quarter-to-date (QTD) and year-to-date (YTD); full year (FY) reforecast is not required as part of the MOR	Two business days prior to MOR Meeting (see calendar for MOR Meeting schedule)
6	iLEVEL Submission	Core model in iLEVEL template	15 th calendar day of the following calendar month, or 1 day after consolidated results received from SBD if later (before 12.00 PM PST)
7	iLEVEL Reconciliation	Reconciliation between iLEVEL and MOR Deck / Quarterly Operating Review (QOR) Deck (as applicable)	Same date as MOR/QOR submission
Quarterly			
8	QOR Deck	Quarterly operating review (includes all MOR components together with a FY reforecast)	Two business days prior to QOR meeting (see calendar for QOR Meeting schedule); before 12.00 PM PST
9	Financial Review Deck	Quarterly financial review meeting to discuss financial results and year-end audit planning	Two business days prior to Financial Review meeting (see calendar); before 12.00 PM PST
10	Limited Partner (LP) Report	One-page summary of key QTD and YTD operating results and financial position together with summary company update	Within 30 days of calendar quarter-end
11	Inventory Standards Update	Inventory standards to be updated and applied (if applicable)	By calendar quarter-end
Annual			
12	Annual Operating Plan (AOP)	Overview of strategic plan and initiatives, AOP and annual budget	<u>2021 AOP</u> : Two business days prior to Q4 QOR Meeting (see calendar). Drafts of AOP to be reviewed in Q4 (see calendar for AOP draft reviews)

13	Management Incentive Plan (MIP)	Development and issuance of MIP (metrics be based on annual budget and agreed with OGC prior to submission for approval)	Approved as part of Q4 QOR Meeting
14	OGC Annual General Meeting (AGM) Presentation	Presentation of company for OGC AGM	
15	OGC AGM and CEO Conference	OGC AGM and CEO Conference	
16	Physical Inventory Counts	Full physical counts of material inventory balances to be completed in final month of fiscal year (December unless not calendar)	To be scheduled by the company as part of year end close process
17	Annual Financial Statements	Issuance of audited annual financial statements	Timing of issuance to meet loan agreement conditions but within 120 days of year end (April 30 th for calendar year ends)
18	Reconciliation of Annual Financial Statements to Company's General Ledger	Submission of reconciliation of audited financial statements to company's general ledger and proper disposal of reconciling items	Within 135 days of year end (May 15 th for calendar year ends)
19	Reconciliation of Annual Financial Statements to iLEVEL	Submission of reconciliation of audited financial statements to iLEVEL and proper disposal of reconciling items	Within 135 days of year end (May 15 th for calendar year ends)
Other			
20	Transaction-related Items	Purchase price/NWC adjustments and earn-out calculations according to SPA agreements	Varies based on SPA agreements

Summary of Bank Reporting and Covenant Compliance Requirements

No.	Submission	Description of Submission	Submission Day and Time
Monthly			
1	Prior Month Financial Statements (Bank)	Prior month financial statements (e.g. income statement, balance sheet, statement of cash flows, disclosures)	30 days after month-end
2	Compliance Certificate (Bank)	Debt covenant compliance certificate	30 days after month-end

Monthly Operational Reviews, Quarterly Financial Review Meetings and Quarterly Operating Review Meetings

Month	Meeting Type	Distribution of Materials	Date of Meeting	Comment(s)
January	2019 Fourth Quarter Financial and Operational Review	S&G/Delaney/Premier – Jan 21 (Mon)	January 23 (Thu)	Presentation of 2019 FY Reforecast (RF2: 12 months actual; 12 months forecast)
February	Financial and Operational Review – January	S&G/Delaney/Premier – Feb 14 (Fri)	February 18 (Tue)	
March	Financial and Operational Review – February	S&G/Delaney/Premier – Mar 13 (Fri)	March 17 (Tue)	
April	2020 First Quarter Financial and Operational Review	S&G/Delaney/Premier – Apr 21 (Tue)	April 23 (Thu)	Presentation of 2020 FY Reforecast (RF2: 3 months actual; 9 months forecast)
May	Financial and Operational Review – April	S&G/Delaney/Premier – May 19 (Tue)	May 21 (Thu)	
June	Financial and Operational Review – May	S&G/Delaney/Premier – Jun 19 (Fri)	June 23 (Tue)	
July	2020 Second Quarter Financial and Operational Review	S&G/Delaney/Premier – Jul 17 (Fri)	July 21 (Tue)	Presentation of 2020 FY Reforecast (RF2: 6 months actual; 6 months forecast)
August	Financial and Operational Review – July	S&G/Delaney/Premier – Aug 14 (Fri)	August 18 (Tue)	
September	Financial and Operational Review – August	S&G/Delaney/Premier – Sep 18 (Fri)	September 22 (Tue)	
October	2020 Third Quarter Financial and Operational Review	S&G/Delaney/Premier – Oct 16 (Fri)	October 20 (Tue)	Presentation of 2020 FY Reforecast (RF3: 9 months actual; 3 months forecast)
November	2021 Annual Operating Review – First review	S&G/Delaney/Premier – Nov 12 (Thu)	November 16 (Mon)	Presentation of 2021 AOP (first draft)
	Financial and Operational Review – October	S&G/Delaney/Premier – Nov 13 (Fri)	November 17 (Tue)	
December	2021 Annual Operating Review – Second review	S&G/Delaney/Premier – Dec 10 (Thu)	December 14 (Mon)	Presentation of 2021 AOP (second draft)
	Financial and Operational Review – November	S&G/Delaney/Premier – Dec 14 (Mon)	December 16 (Wed)	

2020 JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 <i>SBD fiscal month start</i>	30	31	01 <i>New Year's Day</i>	02	03 13 Week Cash Forecast	04
05	06	07	08	09	10 13 Week Cash Forecast Flash Report (due today or 1 business day after P&L received from SBD, whichever is later)	11
12	13	14	15 iLEVEL Submission (due today or 1 business day after consolidated results received from SBD, whichever is later) <i>P&L and full financials due from SBD to S&G no later than today</i>	16	17 13 Week Cash Forecast	18
19	20 <i>Martin Luther King Junior Day</i>	21 2019 Q4 QOR Materials Distributed & iLEVEL Reconciliation	22	23 2019 Q4 Financial & Operational Review	24 13 Week Cash Forecast	25
26	27	28	29	30	31 13 Week Cash Forecast Bank Financial Statements and Compliance Certificate	01 <i>SBD fiscal month end</i>

2020 FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01 <i>SBD fiscal month end</i>
02 <i>SBD fiscal month start</i>	03	04	05	06	07 13 Week Cash Forecast	08
09	10	11 Flash Report (due today or 1 business day after P&L received from SBD, whichever is later)	12	13	14 13 Week Cash Forecast Monthly Operational Review Materials Distributed & iLEVEL Reconciliation <i>P&L and full financials due from SBD to S&G no later than today</i>	15
16	17 <i>President's Day</i>	18 iLEVEL Submission (due today or 1 business day after consolidated results received from SBD, whichever is later) Monthly Operational Review - January	19	20	21 13 Week Cash Forecast	22
23	24	25	26	27	28 13 Week Cash Forecast Bank Financial Statements and Compliance Certificate	29 <i>SBD fiscal month end</i>

2020 MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 <i>SBD fiscal month start</i>	02	03	04	05	06 13 Week Cash Forecast 2019 Q4 Limited Partner Report	07
08	09	10 Flash Report (due today or 1 business day after P&L received from SBD, whichever is later)	11	12	13 13 Week Cash Forecast Monthly Operational Review Materials Distributed & iLEVEL Reconciliation <i>P&L and full financials due from SBD to S&G no later than today</i>	14
15	16 iLEVEL Submission (due today or 1 business day after consolidated results received from SBD, whichever is later)	17 Monthly Operational Review - February	18	19	20 13 Week Cash Forecast	21
22	23	24	25	26	27 13 Week Cash Forecast	28 <i>SBD fiscal month end</i>
29 <i>SBD fiscal month start</i>	30	31 Bank Financial Statements and Compliance Certificate Inventory Standards Update	01	02	03	04

2020 APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 <i>SBD fiscal month start</i>	30	31	01	02	03 13 Week Cash Forecast	04
05	06	07	08	09 Flash Report (due today or 1 business day after P&L received from SBD, whichever is later)	10 13 Week Cash Forecast	11
12	13	14 <i>P&L and full financials due from SBD to S&G no later than today</i>	15 iLEVEL Submission (due today or 1 business day after consolidated results received from SBD, whichever is later)	16	17 13 Week Cash Forecast	18
19	20	21 2020 Q1 QOR Materials Distributed & iLEVEL Reconciliation	22	23 2020 Q1 Financial & Operational Review	24 13 Week Cash Forecast	25
26	27	28	29	30 2020 Q1 Limited Partner Report Bank Financial Statements and Compliance Certificate	01	02 <i>SBD fiscal month end</i>

2020 MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01 13 Week Cash Forecast	02 <i>SBD fiscal month end</i>
03 <i>SBD fiscal month start</i>	04	05	06	07	08 13 Week Cash Forecast	09
10	11	12 Flash Report (due today or 1 business day after P&L received from SBD, whichever is later)	13	14	15 13 Week Cash Forecast iLEVEL Submission (due today or 1 business day after consolidated results received from SBD, whichever is later) <i>P&L and full financials due from SBD to S&G no later than today</i>	16
17	18	19 Monthly Operational Review Materials Distributed & iLEVEL Reconciliation	20	21 Monthly Operational Review - April	22 13 Week Cash Forecast	23
24	25 <i>Memorial Day</i>	26	27	28	29 13 Week Cash Forecast Bank Financial Statements and Compliance Certificate	30 <i>SBD fiscal month end</i>
31 <i>SBD fiscal month start</i>	01	02	03	04	05	06

2020 JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 <i>SBD fiscal month start</i>	01	02	03	04	05 13 Week Cash Forecast	06
07	08	09 Flash Report	10	11	12 13 Week Cash Forecast	13
14	15 iLEVEL Submission	16	17	18	19 13 Week Cash Forecast Monthly Operational Review Materials Distributed & iLEVEL Reconciliation	20
21	22	23 Monthly Operational Review - May	24	25	26 13 Week Cash Forecast	27 <i>SBD fiscal month end</i>
28 <i>SBD fiscal month start</i>	29	30 Bank Financial Statements and Compliance Certificate Inventory Standards Update	01	02	03	04

2020 JULY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 <i>SBD fiscal month start</i>	29	30	01	02	03 13 Week Cash Forecast	04 <i>Independence Day</i>
05	06	07	08	09 Flash Report	10 13 Week Cash Forecast	11
12	13	14	15 iLEVEL Submission	16	17 13 Week Cash Forecast 2020 Q2 QOR Materials Distributed & iLEVEL Reconciliation	18
19	20	21 2020 Q2 Financial & Operational Review	22	23	24 13 Week Cash Forecast	25
26	27	28	29	30	31 13 Week Cash Forecast Bank Financial Statements and Compliance Certificate 2020 Q2 Limited Partner Report	01 <i>SBD fiscal month end</i>

2020 AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01 <i>SBD fiscal month end</i>
02 <i>SBD fiscal month start</i>	03	04	05	06	07 13 Week Cash Forecast	08
09	10	11 Flash Report	12	13	14 13 Week Cash Forecast Monthly Operational Review Materials Distributed & iLEVEL Reconciliation	15
16	17 iLEVEL Submission	18 Monthly Operational Review - July	19	20	21 13 Week Cash Forecast	22
23	24	25	26	27	28 13 Week Cash Forecast Bank Financial Statements and Compliance Certificate	29 <i>SBD fiscal month end</i>
30 <i>SBD fiscal month start</i>	31	01	02	03	04	05

2020 SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 <i>SBD fiscal month start</i>	31	01	02	03	04 13 Week Cash Forecast	05
06	07 <i>Labor Day</i>	08	09 Flash Report	10	11 13 Week Cash Forecast	12
13	14	15 iLEVEL Submission	16 Monthly Operational Review Materials Distributed & iLEVEL Reconciliation	17	18 13 Week Cash Forecast Monthly Operational Review - August	19
20	21	22	23	24	25 13 Week Cash Forecast	26 <i>SBD fiscal month end</i>
27 <i>SBD fiscal month start</i>	28	29	30 Bank Financial Statements and Compliance Certificate Inventory Standards Update	01	02	03

2020 OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 <i>SBD fiscal month start</i>	28	29	30	01	02 13 Week Cash Forecast	03
04	05	06	07	08	09 13 Week Cash Forecast Flash Report	10
11	12	13	14	15 iLEVEL Submission	16 13 Week Cash Forecast 2020 Q3 QOR Materials Distributed & iLEVEL Reconciliation	17
18	19	20 2020 Q3 Financial & Operational Review & 2021 Flash Annual Operating Plan Review	21	22	23 13 Week Cash Forecast	24
25	26	27	28 Bank Financial Statements and Compliance Certificate	29	30 13 Week Cash Forecast 2020 Q3 Limited Partner Report	31 <i>SBD fiscal month end</i>

2020 NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 <i>SBD fiscal month start</i>	02	03	04	05	06 13 Week Cash Forecast	07
08	09	10 Flash Report	11	12 2021 AOP First Review Materials Distributed	13 13 Week Cash Forecast Monthly Operating Review Materials Distributed & iLEVEL Reconciliation	14
15	16 iLEVEL Submission 2021 Annual Operating Review - First Review	17 Monthly Operating Review - October	18	19	20 13 Week Cash Forecast	21
22	23	24	25	26 <i>Thanksgiving Day</i>	27 13 Week Cash Forecast	28 <i>SBD fiscal month end</i>
29 <i>SBD fiscal month start</i>	30 Bank Financial Statements and Compliance Certificate	01	02	03	04	05

2020 DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 <i>SBD fiscal month start</i>	30	01	02	03	04 13 Week Cash Forecast	05
06	07	08	09 Flash Report	10 2021 AOP Second Review Materials Distributed	11 13 Week Cash Forecast	12
13	14 2021 Annual Operating Review - Second Review Monthly Operating Review Materials Distributed & iLEVEL Reconciliation	15 iLEVEL Submission	16 Monthly Operating Review - November	17	18 13 Week Cash Forecast	19
20	21	22	23	24	25 <i>Christmas Day</i>	26
27	28	29	30 Bank Financial Statements and Compliance Certificate Inventory Standards Update	31 <i>New Year's Eve</i>	01	02 <i>SBD fiscal month end</i>