



**OPENGATE CAPITAL**

---

# **DURACO**

**FINANCIAL REPORTING SUBMISSIONS CALENDAR**

**2020**

# Schedule of Submissions

No.	Submission	Description of Submission	Submission Day and Time
<b>Daily</b>			
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)
<b>Weekly</b>			
3	13-Week Cash Forecast	Rolling 13-week cash and availability forecast	Friday (before 12:00 PM PST)
<b>Monthly</b>			
4	Monthly Flash	Summary results and discussion of key discussion matters for the month (including covenant compliance)	By 7 <sup>th</sup> business day of the following calendar month
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
6	iLEVEL Submission	Core model in iLEVEL template	15 <sup>th</sup> calendar day of the following calendar month
7	iLEVEL Reconciliation	Reconciliation between iLEVEL and MOR Deck / Quarterly Operating Review (QOR) Deck (as applicable)	Same date as MOR/QOR submission
<b>Quarterly</b>			
8	QOR Deck	Quarterly operating review (includes all MOR components together with a FY reforecast)	Two business days prior to QOR meeting
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
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
<b>Annual</b>			
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. Drafts of AOP to be reviewed in Q4
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	N/A
15	OGC AGM and CEO Conference	OGC AGM and CEO Conference	N/A

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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> for calendar year ends)
<b>Other</b>			
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
<b>Monthly</b>			
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

# 2020 JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	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	11
12	13	14	15 iLEVEL Submission	16	17 13 Week Cash Forecast	18
19	20 <i>Martin Luther King Jr Day</i>	21	22	23	24 13 Week Cash Forecast	25
26	27	28 2019 Q4 QOR Materials Distributed & iLEVEL Reconciliation	29	30 2019 Q4 Financial & Operational Review	31 13 Week Cash Forecast Bank Financial Statements and Compliance Certificate	01

# 2020 FEBRUARY

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

# 2020 MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06 13 Week Cash Forecast 2019 Q4 Limited Partner Report	07
08	09	10 Flash Report	11	12	13 13 Week Cash Forecast	14
15	16 iLEVEL Submission	17 Monthly Operational Review Materials Distributed & iLEVEL Reconciliation	18	19 Monthly Operational Review - February	20 13 Week Cash Forecast	21
22	23	24	25	26	27 13 Week Cash Forecast	28
29	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	30	31	01	02	03 13 Week Cash Forecast	04
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	18
19	20	21	22	23	24 13 Week Cash Forecast	25
26	27	28 2020 Q1 QOR Materials Distributed & iLEVEL Reconciliation	29	30 2020 Q1 Financial & Operational Review 2020 Q1 Limited Partner Report Bank Financial Statements and Compliance Certificate	01	02

# 2020 MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01 13 Week Cash Forecast	02
03	04	05	06	07	08 13 Week Cash Forecast	09
10	11	12 Flash Report	13	14	15 13 Week Cash Forecast iLEVEL Submission	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
31	01	02	03	04	05	06



# 2020 JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	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	20
21	22	23 Monthly Operational Review Materials Distributed & iLEVEL Reconciliation	24	25 Monthly Operational Review - May	26 13 Week Cash Forecast	27
28	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	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	18
19	20	21	22	23	24 13 Week Cash Forecast	25
26	27	28 2020 Q2 QOR Materials Distributed & iLEVEL Reconciliation	29	30 2020 Q2 Financial & Operational Review	31 13 Week Cash Forecast Bank Financial Statements and Compliance Certificate 2020 Q2 Limited Partner Report	01

# 2020 AUGUST

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

# 2020 SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	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	17	18 13 Week Cash Forecast	19
20	21	22 Monthly Operational Review Materials Distributed & iLEVEL Reconciliation	23	24 Monthly Operational Review - August	25 13 Week Cash Forecast	26
27	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	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	17
18	19	20	21	22	23 13 Week Cash Forecast	24
25	26	27 2020 Q3 QOR Materials Distributed & iLEVEL Reconciliation	28 Bank Financial Statements and Compliance Certificate	29 2020 Q3 Financial & Operational Review	30 13 Week Cash Forecast 2020 Q3 Limited Partner Report	31

# 2020 NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	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	14
15	16 iLEVEL Submission 2021 Annual Operating Review - First Review	17 Monthly Operating Review Materials Distributed & iLEVEL Reconciliation	18	19 Monthly Operating Review - October	20 13 Week Cash Forecast	21
22	23	24	25	26 <i>Thanksgiving Day</i>	27 13 Week Cash Forecast	28
29	30 Bank Financial Statements and Compliance Certificate	01	02	03	04	05

# 2020 DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01	02	03	04 13 Week Cash Forecast	05
06	07	08 Flash Report	09	10	11 13 Week Cash Forecast 2021 AOP Second Review Materials Distributed	12
13	14	15 2021 Annual Operating Review - Second Review iLEVEL Submission Monthly Operating Review Materials Distributed & iLEVEL Reconciliation	16	17 Monthly Operating Review – November	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