

## Financial Forecast Completion Aid PAGE 1

This forecast document is designed to show a financial picture of the business and comprises the following sheets  
Opening Data – Cashflow years 1,2,& 3 - P & L - Balance Sheet - Financial Summary - and a loan calculation tool.

Please read these notes carefully and complete the “opening data” sheet accurately as this data will impact throughout the document. Data entered into the “yellow” boxes are example figures and should be overwritten with your own figures. Throughout the forecast document there is **NO** provision for inserting extra rows or columns

All figures should include Vat (where appropriate) as the programme calculates the vat liability. Currency should be entered as absolute £s ( no pence) and e.g. £10000 not £10k

Data may only be entered in those cells/areas coloured pale yellow all other cells are “locked”

P & L, Balance Sheet and Financial Summary all read from the cashflow year documents and are “self-completing”

### **OPENING DATA SHEET**

Data already entered into the yellow boxes are example figures and should be overwritten with your own figures.

Business Name	Cell C 2	The name of the business
Cashflow month 1	Cell D 4	The first month of the forecast – insert “number” not month name
Cashflow year 1 end	Cell D6	The year in which the first year forecast <u>ends</u> . i.e. 2017
Company financial year end	Cell D8	The month in which the company’s accounts end – insert “month number”

#### **Cell A 10** OPENING BALANCES – OPENING BALANCE SHEET

This data is taken from your last set of issued accounts.

If your last accounts are over 6 months old then you should create a statement of affairs ( mini balance sheet) Showing ...the CURRENT level of debtors and creditors (incl VAT cr), CURRENT stock level, a CURRENT reconciled bank balance/figure and CURRENT level of loans outstanding. All these figures should be current at the beginning of the designated month 1 of the forecast.

If the business is a start up then this block will be left empty

#### **Cell A 33** SALE OF ASSETS

This should be completed when any asset is sold within the forecast years. The amount should be shown in the appropriate month/year and should include Vat where applicable.

NOTE : You cannot enter this data within the cashflow year documents – only here in the opening data sheet

#### **Cell G 2** DEPRECIATION

Enter the appropriate rates of depreciation ( see your company accounts)

#### **Cell G 10** CLOSING STOCK LEVEL

This data will be shown as a % of sales at month/year end. This can be calculated from the company accounts balance sheet and P & L ( stock as a percentage of sales ) remember, if applicable, to add back Vat to the P & L figure before the percentage calculation.

#### **Cell 15** TAX RATES

Vat rates applicable to a) general goods, b) electricity c) property

NOTE – see cashflow document - the VAT RATE column C allows you to overwrite rates where exceptionally the rate for sales/purchases/expenses may not be the “general” rate

Corp/Personal taxation rates as applicable.

NI/PAYE - This is a percentage of salaries/wages etc., and this % can be calculated from your company information Or you may overwrite and enter your own amounts in the yellow cells on the cashflow year sheets

#### **Cell G 27** INFLATION

This is your/an estimate of the rate of inflation year on year - commencing from year 2

#### **Cell J 5** BANK RATES

This reflects the bank rates applicable to both bank charges and Overdraft (OD) rates levied by your bank.

For ease of calculation bank charges are calculated as a percentage of sales – i.e. to calculate, use the bank charges levied for a period from your bank statement and represent it as a percentage of the sales invoiced for that period.

**CASHFLOW SHEET YEAR 1** - All figures should, where applicable, **INCLUDE Vat** and data is entered in cells coloured yellow

Note : where you “overwrite” in a cell that can/is based upon a % factor – such as NI – once overwritten, should you change your mind, the automatic calculation based upon the % factor is lost.

**VAT Rate** Cell C3 – this figure reads from the “opening data – general rate ” but individual vat rates applying to sales and expenses ( column C) may be overwritten (with the exception of Electricity & Gas and Property which are selected on the opening data sheet)

**Sales Block** cells A5-8 – you may insert names to suit your sales as you wish. The amounts in this block are the sales INVOICED monthly (turnover). Where deposits are received enter the amount of deposit in the month received and the balance in the month due/received. Where applicable you should reflect any seasonality affecting the sales figures.

**Sales Income Block** – cells A11-14 this block represents the cash collected against invoices raised and displays the pattern of your cash collection.

You should calculate the % of the sales you invoiced that you collect in each month i.e. cash, 30 days, 60 days, and 90 days - and then enter these percentages in cells B11-14. Note - total of % should total 100

**Capital Introduced Block** – Cell A 15-19 this represents NEW capital into the business by way of grant, loan or sale of assets (remember - **sales of assets figure has to be entered into the opening data sheet** and cannot be entered in this cashflow sheet). New loans or grants should be entered in the month(s) they occur.

**Previous Debtors** Cell A 20 is automatic and comes from the opening balance sheet in Opening Data sheet

**Expenditure –**

**Purchases** – Cell A 22-25 you may rename these as you wish. These can be calculated as a % of sales ( cells B 23-25) or you may enter the absolute amounts yourself. These reflect your pattern of payment to creditors – cash, 30 and 60 days.

**Wages/salaries Block** - Cell A 26 -30 – enter the amounts for wages/salaries and the % for NI/PAYE deductions **in the opening data sheet** - thereafter the programme will calculate the NI amount from all wages/salaries except Personal Drawings. You may if you wish overwrite and enter your own figures in the NI amount cells – but see note at top of sheet regarding changing your mind.

**Expenses Block** – Cell A31-43 enter relevant amounts and where applicable reflect quarterly or period payments. You may change the names of expenses if you wish and insert additional headings for those shown “other”

**HP/Bank Loans Block** - Cells A44-47 – “Existing” is/are repayments on the loan(s) on the opening balance sheet, and you should enter the capital and interest repayment amounts in rows 44 & 45 respectively. On any additional repayments for new loans their capital and interest should be totalled separately and entered into rows 46-47 respectively.

**Bank Chgs & OD int.** cell A48 – Overdraft amounts and bank charges are calculated automatically (from opening data sheet) but you may enter extraordinary bank costs ( loan arrangement fee etc.,) in Yellow cells on this row

**Capital Expenditure Block** - Cells A49-53 – where applicable INCLUDE Vat

**Vat Creditor & Tax Block** - Cells A54-55 – This block is automatically calculated and comprises all “locked” cells

**Prev.crs/accrs/CT/Tax** – Cell 56 - is automatically calculated and comes from the opening balance sheet on Opening Data sheet.

For any accrued expenses you may use column Q yellow cells. Cells Q 31-43

**CASHFLOW SHEET YEARS 2 & 3** - All figures should, where applicable, **INCLUDE Vat** and data is entered in cells coloured yellow

Years 2 & 3 include some short cuts that automatically allow sales and inflation factors to increase and enables the cashflow sheets to almost auto complete. However you may overwrite and enter your own data in the yellow data entry cells as required

**VAT Rate** - **Cell C3** –this figure reads from the “opening data – general rate ” but individual vat rates applying to sales and expenses **column C** may be overwritten (with the exception of Elec & Gas and Property which are selected on the opening data sheet)

**Sales Block** - **Cells B5-8** allow you to enter a percentage uplift on year one sales... for example entering 10% will uplift year 1 sales by 10% or you may overwrite figures within the yellow area

**Sales Income** – see year 1 notes

**Expenditure** - **Cell B22** is the percentage used for the inflation factor and is entered ( in its nett form – i.e.5%) on the Opening Data sheet.

This factor affects ALL expenses ( with the exception of loan repayments) – however you may overwrite expense figures if you wish. – remember, if you overwrite a figure calculated automatically from a % factor and then change your mind, the % uplift calculation is lost.

## **TO PRINT**

**For individual sheets just click “print” on your menu**