

Universal Funding Proposal Model

Input Templates

(B)



@VFD Pro Ltd, 2020

“Planning is bringing the future into the present so that you can do something about it now”

Alan Lakein

© VFD Pro Ltd, 2020



What The Model Provides?

- A detailed 5-year forecast model
 - ✓ Years 1 and 2 detailed by month
 - ✓ Years 3 to 5 detailed per year
- Understand and Plan for the Future
- Model the Impact of Funding
- Support Funding Applications

The 'Universal' Model can be used with any Accounting system

11 Modules

- 1 of 11: Instructions
- 2 of 11: Data Input Templates for P&L and Balance Sheet
- 3 of 11: Entering Historic P&L Data
- 4 of 11: Enter Historic Balance Sheet Data
- 5 of 11: Establish your 'Baseline' Forecast (P&L)
- 6 of 11: Establish Treatment for Base Line Balance Sheet Data
- 7 of 11: Enter Cash Flow and Balance Sheet Assumptions
- 8 of 11: Adjust P&L Forecast to Reflect Impact of Funding
- 9 of 11: Enter Cash Flow Assumptions with Funding
- 10 of 11: Generate Funding Proposal
- 11 of 11: Generate Forecast Report

© VFD Pro Ltd, 2020



Module 2 of 11

1 of 11: Instructions

2 of 11: Data Input Templates for P&L and Balance Sheet

3 of 11: Entering Historic P&L Data

4 of 11: Enter Historic Balance Sheet Data

5 of 11: Establish your 'Baseline' Forecast (P&L)

6 of 11: Establish Treatment for Base Line Balance Sheet Data

7 of 11: Enter Cash Flow and Balance Sheet Assumptions

8 of 11: Adjust P&L Forecast to Reflect Impact of Funding

9 of 11: Enter Cash Flow Assumptions with Funding

10 of 11: Generate Funding Proposal

11 of 11: Generate Forecast Report

© VFD Pro Ltd, 2020



Objective of this Module

- Tab 2 is an input formatting example for the Historic Profit and Loss data
- Tab 3 is an input formatting example for the Historic Balance Sheet data
- Use these tabs to ensure input data is prepared in the appropriate format to copy and paste into the model

Profit and Loss Template – Sales/Revenue

Company Name	Demo Company Limited									
Sales	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19
Sales Nominal 1	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 2	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 3	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 4	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 5	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 6	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 7	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 8	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 9	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 10	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 11	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 12	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 13	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 14	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Sales Nominal 15	£2,684.28	£2,670.92	£2,657.84	£2,644.41	£2,631.26	£2,618.17	£2,605.14	£2,592.18	£2,579.28	£2,566.38
Total Sales	£40,264.18	£40,063.86	£39,864.54	£39,666.21	£39,468.87	£39,272.50	£39,077.12	£38,882.70	£38,689.28	£38,496.86
Cost of Sales										
Cost of Sales										

© VFD Pro Ltd, 2020



Your Historic Profit and Loss data needs to be prepared with the most recent month in column 2, i.e. most recent month first going into history left to right.

If your financial information is available, ideally your last 5 years profit and loss history will be prepared and used to populate the Universal Forecasting and Funding Proposal Model.

Ideally your Sales history will be detailed by customer / Revenue channel as appropriate, (Sales Nominal), however, if the detail of Sales by customer / Revenue channel is not available the Universal Forecasting and Funding Proposal Model can still be used by entering the total Sales for each month.

If the monthly Sales breakdown is not available however, the Universal Forecasting and Funding Proposal Model can still be used by taking the annual Sales total and dividing by 12 to provide average monthly Sales for each of the last 60 months.

Profit and Loss Template – Cost of Sales/Variable Costs

Company Name	Demo Company Limited									
	Most Recent Month First, from Right to Left									
Sales	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	
Cost of Sales										
Cost of Sales Nominal 1	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 2	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 3	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 4	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 5	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 6	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 7	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 8	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 9	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 10	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 11	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 12	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 13	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 14	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Cost of Sales Nominal 15	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Total Cost of Sales	£3,750.00	£3,750.00	£3,750.00	£3,750.00	£3,750.00	£3,750.00	£3,750.00	£3,750.00	£3,750.00	£3,750.00
Overheads										
Overhead 1	£335.00	£333.87	£332.20	£330.53	£328.86	£327.27	£325.64	£324.00	£322.44	£320.83

© VFD Pro Ltd, 2020



Ideally your Cost of Sales history will be detailed, i.e. with each Cost of Sales line individually identified (Cost of Sales Nominal), however, if the detail of your Cost of Sales not available the Universal Forecasting and Funding Proposal Model can still be used by entering the total Cost of Sales for each month.

If the monthly Cost of Sales breakdown is not available, the Universal Forecasting and Funding Proposal Model can still be used by taking the annual Cost of Sales total and dividing by 12 to provide average monthly Cost of Sales for each of the last 60 months.

Profit and Loss Template – Overheads/Fixed Costs

Company Name	Demo Company Limited									
	Most Recent Month First, from Right to Left									
Sales	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19
Overheads										
Overhead Nominal 1	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27				€241.41
Overhead Nominal 2	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27				€241.41
Overhead Nominal 3	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27				€241.41
Overhead Nominal 4	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27		€324.02		€322.41
Overhead Nominal 5	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 6	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 7	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 8	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 9	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 10	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 11	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 12	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 13	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 14	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 15	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 16	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 17	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 18	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 19	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 20	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 21	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 22	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 23	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 24	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 25	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 26	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 27	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 28	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 29	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 30	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 31	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 32	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 33	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 34	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 35	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 36	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 37	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 38	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 39	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 40	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 41	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 42	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 43	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 44	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 45	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 46	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 47	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 48	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 49	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Overhead Nominal 50	€335.53	€333.87	€332.20	€330.55	€328.91	€327.27	€325.64	€324.02		€322.41
Total Overheads	€16,776.74	€16,693.28	€16,610.23	€16,527.59	€16,445.36	€16,363.54	€16,282.13	€16,201.13		€16,120.52
Net Profit	€60,790.93	€60,507.14	€60,224.77	€59,943.80	€59,664.23	€59,386.05	€59,109.25	€58,833.83		€58,559.76

© VFD Pro Ltd, 2020



Ideally your Overhead history will be detailed, i.e. with each Overhead line individually identified (Overhead Nominal), however, if the detail of your overhead expenditure is not available the Universal Forecasting and Funding Proposal Model can still be used by entering the total overheads for each month.

If your monthly overheads breakdown is not available, the Universal Forecasting and Funding Proposal Model can still be used by taking the annual Overheads total and dividing by 12 to provide average monthly Overheads for each of the last 60 months.

Tab 3 - Balance Sheet Template - Fixed Assets

	Total
Fixed Assets	
Goodwill	£50,000.00
Fixed Asset Nominal 2	£50,000.00
Fixed Asset Nominal 3	£50,000.00
Fixed Asset Nominal 4	£50,000.00
Fixed Asset Nominal 5	£50,000.00
Fixed Asset Nominal 6	(£50,000.00)
Fixed Asset Nominal 7	000.00)
Fixed Asset Nominal 8	000.00)
Fixed Asset Nominal 9	000.00)
Fixed Asset Nominal 10	(£35,000.00)
Total Fixed Assets	£75,000.00
Current Assets	
Current Asset Nominal 1	2,654.00
Current Asset Nominal 2	9,548.00

Fixed Asset
Nominals

© VFD Pro Ltd, 2020

vfd virtual
finance
director

The date for your Closing Balance Sheet data needs to be for the same date as the most recent month in your Profit and Loss Account data. Taking the example above, to March 2020. The data is presented in two columns, the description, and the Balance Sheet value as show above and below.

The normal layout starts by listing the Fixed Assets.

Balance Sheet Template – Current Assets

Fixed Asset Nominal 9	(£35,000.00)
Fixed Asset Nominal 10	(£35,000.00)
Total Fixed Assets	£75,000.00
Current Assets	
Current Asset Nominal 1	2,654.00
Current Asset Nominal 2	9,548.00
Current Asset Nominal 3	365.00
Current Asset Nominal 4	2,458.00
Current Asset Nominal 5	2,654.00
Current Asset Nominal 6	215.00
Current Asset Nominal 7	2,544.00
Current Asset Nominal 8	25
Current Asset Nominal 9	0
Current Asset Nominal 10	3
Current Asset Nominal 11	23,781.90
Current Asset Nominal 12	215.00
Current Asset Nominal 13	5,485.00
Current Asset Nominal 14	21.00
Current Asset Nominal 15	8,848.00
Total Current Assets	£92,316.88
Current liabilities	
Current Liability Nominal 1	6,542.00
Current Liability Nominal 2	63.00
Current Liability Nominal 3	65,214.00
Current Liability Nominal 4	65

Current Asset
Nominals

After Fixed Assets, your Current Assets will be listed.

Balance Sheet Template – Current Liabilities

Current Asset Nominal 12	
Current Asset Nominal 13	5,485.00
Current Asset Nominal 14	21.00
Current Asset Nominal 15	8,848.00
Total Current Assets	£92,316.88
Current liabilities	
Current Liability Nominal 1	6,542.00
Current Liability Nominal 2	63.00
Current Liability Nominal 3	65,214.00
Current Liability Nominal 4	65.00
Current Liability Nominal 5	654.00
Current Liability Nominal 6	
Current Liability Nominal 7	
Current Liability Nominal 8	
Current Liability Nominal 9	
Current Liability Nominal 10	302.00
Current Liability Nominal 11	324.00
Current Liability Nominal 12	458.00
Current Liability Nominal 13	75.00
Current Liability Nominal 14	1,258.00
Current Liability Nominal 15	2,664.00
Total Current Liabilities	£89,089.00
Long Term liabilities	
Long Term Liability Nominal 1	200.00
Long Term Liability Nominal 2	200.00

**Current
Liability
Nominals**

© VFD Pro Ltd, 2020

vfd virtual
finance
director

After Fixed and Current Assets, your Current Liabilities are listed.

Balance Sheet Template – Long Term Liabilities

Current Liability Nominal 14	1,258.00
Current Liability Nominal 15	2,664.00
Total Current Liabilities	£89,089.00
Long Term liabilities	
Long Term Liability Nominal 1	200.00
Long Term Liability Nominal 2	200.00
Long Term Liability Nominal 3	200.00
Long Term Liability Nominal 4	200.00
Long Term Liability Nominal 5	200.00
Long Term Liability Nominal 6	200.00
Long Term Liability Nominal 7	200.00
Long Term Liability Nominal 8	200.00
Long Term Liability Nominal 9	200.00
Long Term Liability Nominal 10	200.00
Long Term Liability Nominal 11	200.00
Long Term Liability Nominal 12	200.00
Long Term Liability Nominal 13	200.00
Long Term Liability Nominal 14	200.00
Long Term Liability Nominal 15	200.00
Total Long Term Liabilities	£1,800.00
Capital and Reserves	
Dividends	-26,600.00
Members Equity	70,000.00

Long Term
Liability
Nominals

© VFD Pro Ltd, 2020

vfd virtual
finance
director

After Fixed Assets, Current Assets and Current Liabilities, your Long-term liabilities are listed.

Balance Sheet Template – Capital and Reserves

Long Term Liability Nominal 13	200.00
Long Term Liability Nominal 14	200.00
Long Term Liability Nominal 15	200.00
Total Long Term Liabilities	£1,800.00
Capital and Reserves	
Dividends	-26,600.00
Members Equity	70,000.00
Share Capital Account	100.00
Profit for the year	32,927.88
Total Capital and Reserves	£ 76,427.88

**Capital
and
Reserves**

Finally, the Capital and reserves are listed.

It does not technically matter what order your Assets, Liabilities, Capital and Reserves are entered, because the Universal Forecasting and Funding Proposal Model can deal with the data regardless of the order in which they are entered.

Module 2 of 11

1 of 11: Instructions

2 of 11: Data Input Templates for P&L and Balance Sheet

3 of 11: Entering Historic P&L Data

4 of 11: Enter Historic Balance Sheet Data

5 of 11: Establish your 'Baseline' Forecast (P&L)

6 of 11: Establish Treatment for Base Line Balance Sheet Data

7 of 11: Enter Cash Flow and Balance Sheet Assumptions

8 of 11: Adjust P&L Forecast to Reflect Impact of Funding

9 of 11: Enter Cash Flow Assumptions with Funding

10 of 11: Generate Funding Proposal

11 of 11: Generate Forecast Report

© VFD Pro Ltd, 2020



Status and Next Step

- With historic Profit and Loss and Balance Sheet data in the appropriate format
- The process can move to the next stage: Historic financial data can be entered into the model

NEED FURTHER SUPPORT?

Join one of the VFD Pro Online Workshops

Email us at support@vfd-pro.com

or call us on **0203 475 3313**

Visit: www.vfd-pro.com/workshops

