

# Universal Funding Proposal Model

Baseline P&L Forecast

(B)



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*“Always plan ahead. It wasn't raining when  
Noah built the ark”*

**Richard Cushing**

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# 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

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# Module 5 of 11

- 1 of 11: Instructions
- 2 of 11: Data Input Templates for P&L and Balance Sheet
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- 5 of 11: Establish your 'Baseline' Forecast (P&L)** 
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# Objective of this Module

- With historic Balance Sheet data entered, chart of accounts and other setting configured correctly
- The process can move to the next stage: Setting up the Baseline Forecast

## Baseline Sales Forecast

**Baseline Forecast Tab**  
*This tab is used to set an assumed baseline of the business' performance over the next 5 years.*

11	Review performance over the past 24 months ensuring the totals and sub totals match the P&L you have prepared
<b>Sales forecast</b>	
12	The % Applied column will provide you with the year on year % movement by nominal over the past 6 months
13	You can change the automatically generated forecast by either: Entering a year on year (YOY %) increase or decrease for each nominal in the % Applied column (this will maintain the prior year phasing) Adjust individual months (next 24 months only) by over-typing the figure generated (once this has been done the YoY % entered will not impact that cell)
14	Adjust the forecast assumptions for Yr3 - Yr5 by either: Entering a year on year (YOY %) increase or decrease for each nominal in the YoY % column Entering the £ forecast for each nominal in the Yr. Total column <i>changing a % will not amend the forecast once a forecast value has been entered</i>
15	Add a forecast for any new customers / sales channels in the rows provided

11. Ensure past 24 months sub totals match
12. Applied % provides movement over last 6 months
13. Adjust the automatically generated forecast
14. Adjust the forecast assumptions for years 3, 4 and 5
15. Add forecast for new customers/sales channels

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## Your Baseline Forecast Sales – Step 6

### 11 Ensure your past 24 months sub-totals match

Before continuing double check your sub-totals in the Baseline Forecast Tab are the same as the input data you entered, if not there is an error which you must rectify before continuing.

### 12 Applied % provides movement over last 6 months

If future trading is expected to be similar to previous years the Year on Year Percentage provided by default can be used to forecast future years by applying the entered percentage to the corresponding total for the preceding year's sales for each customer / revenue channel, (Sales Nominal).

### 13 Adjust the automatically generated forecast

To adjust the automatically generated forecast either enter a Year on Year Percentage (YOY %), increase or (decrease), to apply to each customer / revenue channel, (Sales Nominal) on the % Applied column. This will then be applied to the prior year maintaining the same phasing.

The sales forecast for each of your next 24 months can be entered by over-typing the figure generated noting that once the automatically generated figure has been over-typed, the Year on Year Percentage no longer has any impact on adjusted cells.

#### **14 Adjust your forecast assumptions for years 3, 4 and 5**

In a similar manner to years 1 and 2, the default annual Year on Year Percentage (YoY %) can be adjusted to increase or (decrease), your forecast sales for each customer / sales channel, (Sales Nominal).

Your sales forecast for years 3, 4, and 5 can be entered by over-typing the figure generated in the Annual Forecast, (Yr. Total), column, noting that once the automatically generated figure has been over-typed, the Year on Year Percentage no longer has any impact on adjusted cells.


#### **15 Add your forecast for new customers/revenue channels**

Any new customers / revenue channels, (Sales Nominals) can then be added to the Universal Forecasting and Funding Proposal Model and your projected revenue entered for years 1 to 5 inclusive, in the rows provided.



### Overview: Tab 6 – Enter the Baseline Forecast

	2020				YoY %					%	Forecast				
	Mar	TY	LY	YoY%	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Applied		Apr	May	Jun	Jul	Aug
<b>Sales</b>															
Sales Nominal 1	13,464	215,081	204,839	5.0%	5%	5%	5%	5%						6,837	6,000
Sales Nominal 2	10,771	172,065	163,872	5.0%	5%	5%	5%	5%						5,470	4,843
Sales Nominal 3	8,617	137,652	131,097	5%	5%	5%	5%	5%						4,376	3,875
Sales Nominal 4	6,894	110,122	104,878	5%	5%	5%	5%	5%						3,501	3,100
Sales Nominal 5	5,515	88,097	83,902	5%	5%	5%	5%	5%						2,801	2,400
Sales Nominal 6	4,412	70,478	67,122	5%	5%	5%	5%	5%						2,240	1,980
Sales Nominal 7	3,530	56,382	53,697	5%	5%	5%	5%	5%						1,792	1,580
Sales Nominal 8	2,824	45,106	42,958	5.0%	5%	5%	5%	5%						1,434	1,200
Sales Nominal 9	2,199	36,085	34,366	5.0%	5%	5%	5%	5%						1,147	1,018
<b>Other</b>															
New Customer 1															
New Customer 2															
New Customer 3															
New Customer 4															
New Customer 5															
New Customer 6															
New Customer 7															
New Customer 8															
New Customer 9															
New Customer 10															
New Customer 11															
New Customer 12															
New Customer 13															
New Customer 14															
New Customer 15															
<b>Total Sales</b>	58,285	894,468	846,333	5.0%	5%	5%	5%	5%		0	0	0	0	29,598	26,200
<b>Cost of Sales</b>	(22,500)				0.0%	0.0%	0.0%	0.0%		0	0	0	0	(9,489)	(8,400)
<b>Gross Margin</b>	35,785									0	0	0	0	20,109	17,800

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### Entering and Setting Up your Baseline Forecast – (Step 6)

With your historic Profit and Loss information and your Closing Balance Sheet data entered and configured correctly, the process can move to the next stage by setting up your baseline forecast.

The Universal Forecasting and Funding Proposal Model will automatically pull through the data from the history and populate the last two years of sales, gross margins and overheads for you.

The Universal Forecasting and Funding Proposal Model will also provide you with a pre-populated suggested forecast for the next five years with years 1 and 2 detailed by month, and years 3, 4, and 5 by year. As described below, you can either adjust the Year on Year Percentage adjustments and / or overwrite the values for any particular line item and for any particular month.

Many of the cells in the Universal Forecasting and Funding Proposal Model are locked to prevent the input formulas being accidentally broken. This also minimises

the amount of work you need to do to fully populate your Forecast and / or prepare your Funding Proposal.

## Check Sub Total for last 24 Months Match

	2020				Apr - F
	Mar	TY	LY	YoY%	
<b>Sales</b>					
Sales Nominal 1	13,464	215,081	204,839	5.0%	
Sale	10,771	172,065	163,872	5.0%	
Sale	8,617	137,652	131,097	5.0%	
New Customer 14					
New Customer 15					
<b>Total Sales</b>	<b>58,285</b>	<b>931,068</b>	<b>886,732</b>	<b>5.0%</b>	
<b>Cost of Sales</b>	<b>(22,500)</b>	<b>(270,000)</b>	<b>(270,000)</b>	<b>0.0%</b>	
<b>Gross Margin</b>	<b>35,785</b>	<b>661,068</b>	<b>616,732</b>	<b>7.2%</b>	
Gross Margin %	61.4%	71.0%	69.6%	1.4%	64.1%
<b>Overheads</b>					
Salaries	6,800	80,265	77,431	3.7%	
Overhead 13					
New Overhead 14					
New Overhead 15					
<b>Total Overheads</b>	<b>48,509</b>	<b>419,932</b>	<b>416,277</b>	<b>0.9%</b>	
<b>Net Profit</b>	<b>(12,724)</b>	<b>241,136</b>	<b>200,455</b>	<b>20.3%</b>	65.1%
Net Profit %	(21.8%)	25.9%	22.6%	3.3%	

Check all Totals and Sub-Totals Match the History

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vfd virtual finance director

### Check the Totals and Sub-Totals for the last 24 months match the history.

Your next task is to double check all totals and sub-totals are correct by comparing them to the corresponding figures for the preceding 24 months. If there are any errors the setup of the input data and categorisation of the various nominals must be checked to identify the source of errors before continuing.

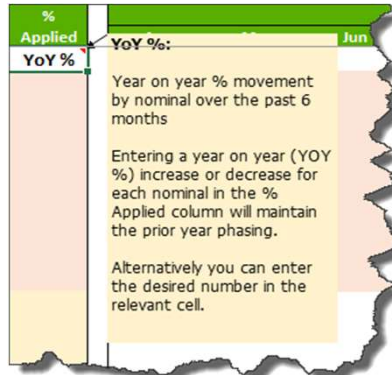
Things to check:

Have all Sales, Cost of Sales and Overhead lines been categorised, if any have been missed then the totals showing on your Baseline Forecast tab are likely to be lower than your historic actuals?

Have any sub-totals or totals from the input tabs been categorised in error, remember, only the rows that provide the detail for each section of the profit and loss account should be categorised, if any have been incorrectly categorised this will result in your totals being over or understated on your Baseline Forecast.

Has your historic data been entered most recent month first in Tab 4, the Profit and Loss Input, if the data has been entered in the wrong order the Universal Forecasting and Funding Proposal Model will show sales for five years ago as being last year's sales, and vice versa.

## Year on Year Movement Percentage Tool Tip

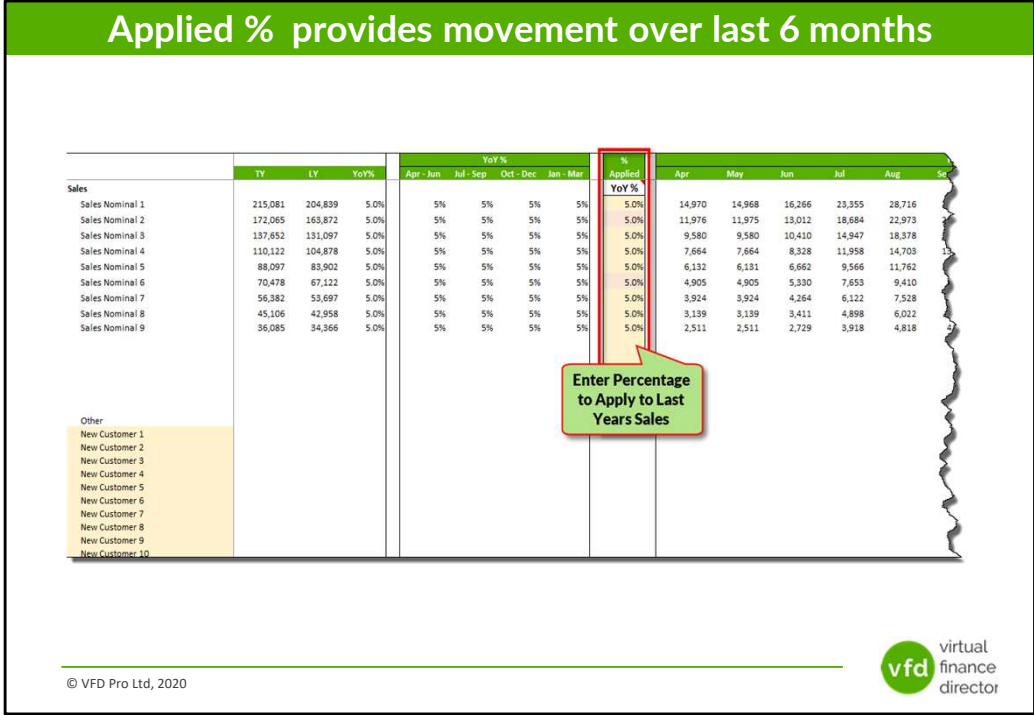


The image shows a tooltip window with a white background and a green border. The tooltip is titled "YoY %:" and is positioned over a cell in a spreadsheet. The spreadsheet cell has a green header "Applied" and a yellow footer "YoY %". The tooltip text is as follows:

Year on year % movement by nominal over the past 6 months

Entering a year on year (YOY %) increase or decrease for each nominal in the % Applied column will maintain the prior year phasing.

Alternatively you can enter the desired number in the relevant cell.



### Baseline Sales Forecast, Months 1 to 12

The Universal Forecasting and Funding Proposal Model will provide you with a summary highlighting revenue this year (TY), vs last year (LY) and the Year on Year Percentage movement, positive or (negative). The comparative movement in sales quarter by quarter is also provided to help you forecast next year and beyond.

*Figure 50 – Step 6: Percentage Applied - Tool Tip*

The YoY % Applied column gives you a ‘Starter for Ten’ percentage by customer or by sales channel, (Sales Nominal), the suggested percentage is the average of the movement over the last 6 months.

## Applied % provides movement over last 6 months

	TY	LY	YoY%	YoY %						% Applied	YoY %								
				Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr	May		Jun	Jul	Aug						
Sales																			
Sales Nominal 1	215,081	204,839	5.0%	5%	5%	5%	5%	5%	5.0%	14,970	14,968	16,266	23,355	28,716	22,404	22,404	22,404	22,404	22,404
Sales Nominal 2	172,065	168,872	5.0%	5%	5%	5%	5%	5%	10.0%	12,546	12,545	13,632	19,573	24,067	24,067	24,067	24,067	24,067	24,067
Sales Nominal 3	137,652	131,097	5.0%	5%	5%	5%	5%	5%	(10.0%)	8,212	8,211	8,923	12,812	15,753	15,753	15,753	15,753	15,753	15,753
Sales Nominal 4	110,122	104,878	5.0%	5%	5%	5%	5%	5%	(100.0%)	0	0	0	0	0	0	0	0	0	0
Sales Nominal 5	88,097	83,802	5.0%	5%	5%	5%	5%	5%	100.0%	11,679	11,678	12,690	18,221	22,404	22,404	22,404	22,404	22,404	22,404
Sales Nominal 6	70,478	67,122	5.0%	5%	5%	5%	5%	5%	5.0%	4,905	4,905	5,330	7,653	9,410	9,410	9,410	9,410	9,410	9,410
Sales Nominal 7	56,382	53,697	5.0%	5%	5%	5%	5%	5%	5.0%	3,924	3,924	4,264	6,122	7,528	7,528	7,528	7,528	7,528	7,528
Sales Nominal 8	45,106	42,958	5.0%	5%	5%	5%	5%	5%	5.0%	3,139	3,139	3,411	4,898	6,022	6,022	6,022	6,022	6,022	6,022
Sales Nominal 9	36,085	34,366	5.0%	5%	5%	5%	5%	5%	5.0%	2,511	2,511	2,729	3,918	4,818	4,818	4,818	4,818	4,818	4,818
Other																			
New Customer 1																			
New Customer 2																			
New Customer 3																			
New Customer 4																			
New Customer 5																			
New Customer 6																			
New Customer 7																			
New Customer 8																			
New Customer 9																			
New Customer 10																			

Default = Average of last 6 months:  
Amend Percentage Applied for Each  
Customer / Revenue Line

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Using the % Applied column gives you a quick and easy way to forecast future sales in the event that future years are expected to be very similar to previous years.

For example a customer (or sales channel), who has ceased trading and is no longer purchasing from you, you would set the % Applied to -100% (100%) which would drive all your future sales forecast for that particular customer (or sales channel) to zero.

If you enter +100% in the % Applied column, this will increase your sales month by month by 100%, i.e. double your last year's sales performance, whilst retaining the same phasing or seasonality.

## Applied % provides movement over last 6 months

	TY	LY	YoY%	YoY %						% Applied	% Applied									
				Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	YoY %	Apr		May	Jun	Jul	Aug	Sep					
Sales																				
Sales Nominal 1	215,081	204,839	5.0%	5%	5%	5%	5%													6,837
Sales Nominal 2	172,065	168,872	5.0%	5%	5%	5%	5%													5,470
Sales Nominal 3	137,652	131,097	5.0%	5%	5%	5%	5%													4,376
Sales Nominal 4	110,122	104,878	5.0%	5%	5%	5%	5%													3,501
Sales Nominal 5	88,097	83,802	5.0%	5%	5%	5%	5%													2,801
Sales Nominal 6	70,478	67,122	5.0%	5%	5%	5%	5%													2,240
Sales Nominal 7	56,382	53,697	5.0%	5%	5%	5%	5%													1,792
Sales Nominal 8	45,106	42,958	5.0%	5%	5%	5%	5%													1,484
Sales Nominal 9	36,085	34,366	5.0%	5%	5%	5%	5%													1,147
Other																				
New Customer 1																				
New Customer 2																				
New Customer 3																				
New Customer 4																				
New Customer 5																				
New Customer 6																				
New Customer 7																				
New Customer 8																				
New Customer 9																				
New Customer 10																				

Over-write or Enter Sales Forecast for Each Customer / Revenue Line Where Appropriate

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The YoY % Applied does not have to be used, if you prefer you can simply ignore this and enter your sales forecast assumptions directly into the Universal Forecasting and Funding Proposal Model for each customer / sales channel, (Sales Nominal), to provide a best guess estimate for future sales month by month.

Note: If you are not using the YOY % Applied, you should delete the percentage in the % Applied column to avoid future confusion.

For example, to cater for a period during which trading is impossible, for example due to Covid-19 lockdown, sales may be projected to be £0 for a number of months, following which a gradual increase back to pre Covid-19 sales levels and a return to growth may be forecast as shown below.

If you know that sales will be particularly high or low in any particular month or months, you can simply over-type the calculation, noting that the % Applied calculation will no longer apply to the affected cells.

Recap: The suggested way to use the Universal Forecasting and Funding Proposal



Model is to start by using the Year on Year Percentage to apply a quick forecast that adopts the phasing and seasonality from previous years customer by customer or sales channel by sales channel. Then enter sales estimates in the relevant cells, effectively overwriting the figures provided by the model.

## Adjust Forecast in Line with Best Estimates – Year 2

		Forecast for Year 2 (month 13 - 24)											
YoY%	YoY %:	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Yr2 Total	YoY %
0.0%	Entering a year on year (YOY %)	15,491	22,243	6,837	6,054	4,598	8,697	13,688	4,565	8,634	10,098	122,290	9%
0.0%	increase or decrease for each nominal in the %	12,393	17,794	21,879	19,373	14,715	13,916	21,901	7,304	9,210	10,771	166,363	22%
0.0%	Applied column will maintain the prior year phasing.	9,914	14,235	17,503	15,498	11,772	11,132	17,521	5,843	7,368	8,617	133,090	2%
0.0%	Alternatively you can enter the desired number in the relevant cell.	7,931	11,388	14,003	12,399	9,418	8,906	14,017	4,675	5,894	6,894	106,472	22%
0.0%		6,345	9,111	11,202	9,919	7,534	7,125	11,213	3,740	4,715	5,515	85,178	2%
0.0%		5,076	7,288	8,962	7,935	6,027	5,700	8,971	2,992	3,772	4,412	68,142	22%
0.0%		4,061	5,891	7,169	6,348	4,822	4,560	7,177	2,393	3,018	3,530	54,514	22%
0.0%		3,249	4,665	5,735	5,078	3,857	3,648	5,741	1,915	2,414	2,824	43,611	22%
0.0%		2,599	3,732	4,588	4,063	3,086	2,918	4,593	1,532	1,931	2,259	34,889	22%

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### Baseline Sales Forecast Months 13 to 24

When you are happy with your forecast for the next 12 months, you need to do the same for month 13 to 24. Take care to ensure that any exceptional trading circumstances in year 1 are correctly adjusted for in your forecast for months 13 to 24.

If you do nothing the model will simply apply the % Applied formula to the sales you forecast for the next 12 months.

Note: If exceptional circumstance apply in the first year, it may still be sensible to apply the Year on Year Percentage calculation for months 13 to 24 by using the actual sales for last year, or even the year before that. By default, the YoY % Applied will use the forecast sales for year one and use these as the basis for year 2 with the YoY % Applied.

## Year on Year Movement Percentage Tool Tip

				Yr3 Assumptions		Yr4 Assumptions		Yr5 Assumptions	
Feb	Mar	Yr2 Total	YoY%	Yr3 Total	YoY%	Yr4 Total	YoY%	Yr5 Total	YoY%
12,088	14,137	225,835	0.0%	0.0%	0.0%	225,835	0.0%	0.0%	0.0%
9,670	11,310	180,668	0.0%	0.0%	0.0%	180,668	0.0%	0.0%	0.0%
7,736	9,048	144,535	0.0%	0.0%	0.0%	144,535	0.0%	0.0%	0.0%
6,189	7,238	115,628	0.0%	0.0%	115,628	0.0%	115,628	0.0%	0.0%
4,951	5,791	92,502	0.0%	0.0%	92,502	0.0%	92,502	0.0%	0.0%
3,961	4,633	74,002	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
3,169	3,706	59,201	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2,535	2,965	47,361	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2,028	2,372	37,889	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Year on year % movement by nominal over the past 6 months

Hover over YoY% cell to see tool tips

## Year on Year Movement Total Tool Tip

				Yr3 Assumptions		Yr4 Assumptions		Yr5 Assur	
Feb	Mar	Yr2 Total	YoY%	YoY%	Yr3 total	Yr Total:			YoY%
12,088	14,137	225,835	0.0%	0.0%	225,835	Enter the desired annual total here.			0.0%
9,670	11,310	180,668	0.0%	0.0%	180,668				0.0%
7,736	9,048	144,535	0.0%	0.0%	144,535	<b>Note:</b> The YoY % entered will no longer apply to this cell			0.0%
6,189	7,238	115,628	0.0%	0.0%	115,628				0.0%
4,951	5,791	92,502	0.0%	0.0%	92,502				0.0%
3,961	4,633	74,002	0.0%	0.0%	74,002	0.0%	74,002		0.0%
3,169	3,706	59,201	0.0%	0.0%	59,201	0.0%	59,201		0.0%
2,535	2,965	47,361	0.0%	0.0%	47,361				0.0%
2,038	2,372	37,889	0.0%	0.0%	37,889				0.0%

Hover over Yr3...  
cell to see tool tips

## Adjust Forecast in Line with Best Estimates – Year 3, 4, 5.

	Yr3 Assumptions		Yr4 Assumptions		Yr5 Assumptions		VAT %
	YoY%	Yr3 Total	YoY%	Yr4 Total	YoY%	Yr5 Total	
Sales							
Sales Nominal 1	5.0%	128,404	5.0%	134,825	5.0%	141,566	20.0%
Sales Nominal 2	5.0%	174,681	5.0%	183,415	5.0%	192,586	20.0%
Sales Nominal 3	5.0%	139,745	5.0%	146,732	5.0%	154,068	20.0%
Sales Nominal 4	5.0%	111,796	5.0%	117,386	5.0%	123,255	20.0%
Sales Nominal 5	5.0%	89,437	5.0%	93,908	5.0%	98,604	20.0%
Sales Nominal 6	5.0%	71,549	5.0%	75,127	5.0%	78,883	20.0%
Sales Nominal 7	5.0%	57,239	5.0%	60,101	5.0%	63,106	20.0%
Sales Nominal 8	5.0%	45,792	5.0%	48,081	5.0%	50,485	20.0%
Sales Nominal 9	5.0%	36,633	5.0%	38,465	5.0%	40,388	20.0%

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### Baseline Sales Forecast Years 3, 4 and 5

The sales forecast for years 3, 4, and 5 is detailed by year, rather than by month. In a similar manner to the way the Universal Forecasting and Funding Proposal Model works for years 1 and 2, a ‘Starter for Ten’ suggestion is made by applying a Year on Year Percentage to the forecast sales from months 18 to 24 to provide a calculated total for Year 3.

You can either accept or adjust the applied Year on Year Percentage for each customer / sales channel, (Sales Nominal), or over-write the total provided for year 3 on a line by line basis.

The sales forecast for years 4 and 5 is calculated or entered in the same way.

New Customers / Sales Channel Assumptions										
	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018
Other										
New Customer 1										
New Customer 2										
New Customer 3										
New Customer 4										
New Customer 5										
New Customer 6										
New Customer 7										
New Customer 8										
New Customer 9										
New Customer 10										
New Customer 11										
New Customer 12										
New Customer 13										
New Customer 14										
New Customer 15										
<b>Total Sales</b>	58,777	58,772	63,866	91,701	112,753	99,837	75,833	71,714	112,753	112,753
<b>Cost of Sales</b>	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)	(22,500)

**Add New Customers / Revenue Assumptions**

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### Baseline Sales Forecast Years 1 to 5: New Customer or Sales Channels

New customers or sales channels can be entered individually or as a sub total in the space provided.

Having entered your Sales Forecast for years 1 to 5 you can now repeat the process for Gross Margin and Overheads.

## Baseline Margin and Overheads

Gross Margin	
16	The % Applied column will provide you with the Margin % achieved by individual cost of sale line over the past 6 months
17	You can change the automatically generated forecast by either: Entering a % will apply that % to total sales in that month. Alternatively, you can enter a desired amount in the relevant cell Entering a total gross margin % to apply to sales in a month, please use the row provided. However, please note that any further changes to individual lines will have no impact
Overheads	
18	Enter a year on year (YOY %) increase or decrease for each cost line (this will maintain the prior year phasing)
19	Adjust individual months (next 24 months only) by over-typing the figure generated (once this has been done the YoY % entered will not impact that cell)
20	Add a forecast for any new cost lines in the rows provided
21	Any nominals that have a description including Depreciation, Interest Paid or Tax are automatically set to zero as they are calculated on the 3 Way Forecast tab
22	If you wish to forecast Bad Debts, please use the row provided. This will ensure the correct P&L, Balance Sheet and Cashflow treatment
VAT Assumption	
23	Enter the appropriate VAT % for each P&L line. This will feed through to the VAT calculation on the 3 Way Forecast tab

16. Applied % provides margin achieved over last 6 months
17. Adjust the automatically generated forecast margin
18. Enter year on year increase or decrease for each cost line
19. Adjust each individual month as appropriate
20. Add a forecast of any additional cost lines
21. Depreciation, Interest Paid or Tax automatically set to Zero
22. Enter Bad Debt provisions in the row provided
23. Enter the appropriate VAT% for each P&L Line.

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### Your Baseline Forecast Gross Margin and Overheads – Step 6

#### Gross Margin:

#### **16 Applied % provides margin achieved over last 6 months**

The % Applied column will provide the Margin % your business achieved over the last six months.

#### **17 Adjust the automatically generated forecast margin**

The automatically generated forecast can then be changed by either entering the average Gross Margin % which will then generate the same Gross Margin % for each month in that year, or adjust the Gross Margin % for individual months (for the next 24 months only), by over-typing the figure generated. (Once this has been done the Year on Year Percentage (YoY %), entered will have no impact on the cell).

#### Overheads:

#### **18 Enter your year on year increase or decrease for each cost line**

Enter a Year on Year Percentage (YoY %) increase or (decrease), for each overhead category or cost line. This will be applied to your prior years overhead expenditure

and reflect the same phasing.

### **19 Adjust each individual month as appropriate**

The overheads for each of the next 24 months can then be adjusted by over-typing the figure generated, (Once this has been done the Year on Year Percentage (YoY %), entered will have no impact on the cell).

### **20 Add a forecast of any additional cost lines**

If any additional overhead expenditure items are forecast, the detail can be entered in the rows provided.

### **21 Depreciation, Interest Paid or Tax automatically set to Zero**

Any overhead category / cost line (Overhead Nominal), that has a description including Depreciation, Interest Paid or Tax are automatically set to Zero because they are calculated differently to other overheads and are dealt with on the 3 Way Forecast tab.

### **22 Enter Bad Debt provisions in the row provided**

Bad Debt is also dealt with differently so Bad Debt assumptions must be entered using the row provided to ensure the correct Profit and Loss, Balance Sheet and Cashflow treatment.

#### **VAT Assumptions:**


### **23 Enter your VAT rates for each P&L line**

Enter the appropriate VAT percentage rate for each line on your profit and loss account. This will feed through to the VAT calculations made on your 3 Way Forecast.



### Cost of Sales / Gross Margin % Tool Tip

	2020			YoY%	YoY %						% Applied %						
	Mar	TY	LY		Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr	May		Jun	Jul	Aug			
Cost of Sales																	
Cost of Sales Nominal 8	3,469	41,628	41,628	0.0%	0%	0%	0%	0%	4.9%	% applied reflects the cost as a proportion of total sales by nominal over the past 6 months.				0	0	1,463	
Cost of Sales Nominal 1	3,000	36,000	36,000	0.0%	0%	0%	0%	0%	4.3%	Entering a % will apply that % to the total sales in the month.				0	0	1,265	
Cost of Sales Nominal 2	2,945	35,340	35,340	0.0%	0%	0%	0%	0%	4.2%	Alternatively you can enter the desired number in the relevant cell.				0	0	1,242	
Cost of Sales Nominal 6	2,647	31,764	31,764	0.0%	0%	0%	0%	0%	3.8%	<b>Note:</b> Once a figure has been entered in a cell, the % entered here will not change it.				0	0	1,116	
Cost of Sales Nominal 3	2,645	31,740	31,740	0.0%	0%	0%	0%	0%	3.8%					0	0	1,116	
Cost of Sales Nominal 10	1,987	23,844	23,844	0.0%	0%	0%	0%	0%	2.8%					0	0	838	
Cost of Sales Nominal 7	1,648	19,776	19,776	0.0%	0%	0%	0%	0%	2.3%					0	0	695	
Cost of Sales Nominal 4	1,365	16,380	16,380	0.0%	0%	0%	0%	0%	1.9%					0	0	576	
Cost of Sales Nominal 5	1,245	14,940	14,940	0.0%	0%	0%	0%	0%	1.8%					0	0	525	
Cost of Sales Nominal 9	1,054	12,648	12,648	0.0%	0%	0%	0%	0%	1.5%					0	0	445	
Other																	
New Cost of Sales 1																	
New Cost of Sales 2																	
New Cost of Sales 3																	
New Cost of Sales 4																	
New Cost of Sales 5																	
Cost of Sales	22,005	264,060	264,060	0.0%	0%	0%	0%	0%		0	0	0	0	0	0	9,280	
Gross Margin	36,280	667,008	622,672	7.1%						0	0	0	0	0	0	20,317	
Gross Margin %	62.2%	71.6%	70.2%	1.4%	65.3%	79.3%	75.9%	55.3%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	68.6%	
Overheads																	



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As with the Sales forecast, the Universal Forecasting and Funding Proposal Model gives you a 'Starter for Ten' based on the cost of sales / variable costs and gross margin percentage achieved in your prior year.

To view the Gross Margin Tool Tip, simply hover over the Gross Margin Percentage cell to view the relevant user instructions as per the image below.

## Cost of Sales / Gross Margin % Assumptions

	2020				YoY %						% Applied						
	Mar	TY	LY	YoY%	Apr	Jun	Jul	Sep	Oct	Dec		Jan	Mar	Apr	May	Jun	Jul
<b>Cost of Sales</b>																	
Cost of Sales Nominal 8	3,469	41,628	41,628	0.0%	0%	0%	0%	0%	0%	4.9%	0	0	0	0	1,463		
Cost of Sales Nominal 1	3,000	36,000	36,000	0.0%	0%	0%	0%	0%	0%	4.3%	0	0	0	0	1,265		
Cost of Sales Nominal 2	2,945	35,340	35,340	0.0%	0%	0%	0%	0%	0%	4.2%	0	0	0	0	1,242		
Cost of Sales Nominal 6	2,647	31,764	31,764	0.0%	0%	0%	0%	0%	0%	3.8%	0	0	0	0	1,116		
Cost of Sales Nominal 8	2,645	31,740	31,740	0.0%	0%	0%	0%	0%	0%	3.8%	0	0	0	0	1,116		
Cost of Sales Nominal 10	1,987	23,844	23,844	0.0%	0%	0%	0%	0%	0%	2.8%	0	0	0	0	838		
Cost of Sales Nominal 7	1,648	19,776	19,776	0.0%	0%	0%	0%	0%	0%	2.3%	0	0	0	0	695		
Cost of Sales Nominal 4	1,365	16,380	16,380	0.0%	0%	0%	0%	0%	0%	1.9%	0	0	0	0	576		
Cost of Sales Nominal 5	1,245	14,940	14,940	0.0%	0%	0%	0%	0%	0%	1.8%	0	0	0	0	525		
Cost of Sales Nominal 9	1,054	12,648	12,648	0.0%	0%	0%	0%	0%	0%	1.5%	0	0	0	0	445		
Other																	
New Cost of Sales 1																	
New Cost of Sales 2																	
New Cost of Sales 3																	
New Cost of Sales 4																	
New Cost of Sales 5																	
<b>Cost of Sales</b>	22,005	264,060	264,060	0.0%	0%	0%	0%	0%	0%		0	0	0	0	9,280		
<b>Gross Margin</b>	36,280	667,008	622,672	7.1%	65.3%	79.3%	75.9%	55.3%			0.0%	0.0%	0.0%	0.0%	68.6%		
<b>Gross Margin %</b>	62.2%	71.6%	70.2%	1.4%													
<b>Overheads</b>																	

% Applied reflects the cost as a proportion of total sales by nominal over the past 6 months

Or Over Type the Cost of Sales % to Apply

Or Over Type the Cost of Sales £ for Each Nominal in the Relevant Cell

You can either use the Cost of Sales value that has been calculated for you or amend as appropriate. As with sales / revenue, you can over-type the cost of sales value for any particular which over-rides the % Applied calculation. Finally, you can also over-type the Gross Margin Percentage entered is applied to each of the subsequent 12 months.

Having entered the Cost of Sales / Variable Costs and / or Gross Margin Percentage Forecast for each of the next 24 months, scroll to the right to enter the Gross Margin Percentage Forecast and repeat the process for years 3, 4, and 5.

Note: You are also given a Gross Margin Percentage Tool Tips for years 3, 4 and 5.

## Baseline Forecast Overhead Assumptions – Tool Tips

Mar	% Applied	Apr	May	
4%	0.0%			1,000
0%	0.0%			2,000
(1%)	0.0%			1,275
(1%)	0.0%			200
(1%)	0.0%			200
(1%)	0.0%			0
(1%)	0.0%			1,200
(1%)	0.0%			0
0%	0.0%			1,000
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250
0%	0.0%			250

	Yr3 Assumptions				Yr4 Assumptions			Yr5 Assumptions		
	Feb	Mar	Yr2 Total	YoY%	YoY%	Yr3 Total	YoY%	Yr4 Total	YoY%	Yr5 Total
<b>Overheads</b>										
Salaries	6,779	6,800	78,620	168.3%	2.0%	80,193		Enter the desired annual total here.	2.0%	83,433
Rent	4,000	4,000	48,000	33.3%	2.0%	48,960			2.0%	50,938
Advertising & Marketing	3,728	3,549	37,256	0.0%	2.0%	38,002		<b>Note:</b> The YoY % entered will no longer apply to this cell.	2.0%	39,537
Travel & Subsistence	3,000	3,000	36,000	43.5%	2.0%	36,720			2.0%	38,203
IT Software & Consumables	2,654	2,526	23,334	0.0%	2.0%	23,801			2.0%	24,763
Heat & Light	2,166	2,092	24,999	40.9%	2.0%	25,469	2.0%	26,009	2.0%	26,529
Office Expenses	2,122	2,020	24,653	41.3%	2.0%	25,146	2.0%	25,649	2.0%	26,162
Motor Expenses	2,000	2,000	24,000	44.9%	2.0%	24,480	2.0%	24,970	2.0%	25,469
Corporation Tax										

### Baseline Forecast Overhead Assumptions

	2020		YoY%	YoY %						% Applied					
	Mar	TY		LY	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr		May	Jun	Jul	Aug	
<b>Overheads</b>															
Salaries	6,800	80,265	77,431	3.7%	4%	4%	4%	4%	0.0%						
Rent	4,000	48,000	48,000	0.0%	0%	0%	0%	0%	0.0%				1,000	1,000	
Advertising & Marketing	3,549	43,549	43,700	(0.3%)	(1%)	1%	1%	(1%)	0.0%				2,000	2,000	
Travel & Subsistence	3,043	37,845	37,845	0%					0.0%						
IT Software & Consumables	2,526	31,004	31,004	0%					0.0%				1,275	1,281	
Heat & Light	2,062	25,303	25,303	0%					0.0%				200	200	
Office Expenses	2,020	24,788	24,788	0%					0.0%				200	200	
Motor Expenses	2,009	24,650	24,650	0%					0.0%					2,048	
Corporation Tax	15,000	15,000	15,000	0%					(100.0%)				0	0	
Fees	1,200	14,400	13,680	5.9%	5%	5%	5%	5%	0.0%				1,200	1,200	
Depreciation	1,000	12,000	12,000	0%	0%	0%	0%	0%	(100.0%)				0	0	
General Expenses	1,000	12,000	12,000	0%	0%	0%	0%	0%	0.0%				1,000	1,000	
Overheads 14	250	3,000	3,000	0%	0%	0%	0%	0%	0.0%				250	250	
Overheads 15	250	3,000	3,000	0%	0%	0%	0%	0%	0.0%				250	250	
Overheads 16	250	3,000	3,000	0%	0%	0%	0%	0%	0.0%				250	250	
Overheads 17	250	3,000	3,000	0%	0%	0%	0%	0%	0.0%				250	250	
Overheads 18	250	3,000	3,000	0%	0%	0%	0%	0%	0.0%				250	250	
Overheads 19	250	3,000	3,000	0%	0%	0%	0%	0%	(48%)				250	250	


**Default Overhead**  
**Default % Applied = 0%**  
**Enter new % Applied, or...**  
**Enter Forecast Overheads £, or...**

Year on year % movement by nominal over the past 6 months

Entering a year on year (YOY) % increase or decrease for each nominal in the % Applied column will maintain the prior year phasing.

Alternatively you can enter the desired number in the relevant cell.

**Note:**  
**Any nominals that have a description including Depreciation, Interest Paid or Tax are automatically set to zero as they are calculated on the 3 Way Forecast tab**



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## Baseline Forecast – Overheads Assumptions

The method of forecasting your Overhead assumptions is the same as that applied to Sales. By default, the Universal Forecasting and Funding Proposal Model assumes your Year on Year Percentage change in all overheads will be zero, i.e. Overheads will remain constant. The YoY % cell can be updated to apply a positive percentage or a negative percentage (decrease).

As overheads typically do not change in direct relation to sales, your assumptions for taking on more staff, investing, capital investment, increases in office space etc. will be estimated and entered in the month in which the expenditure is expected to be incurred.

Tool Tips are provided to assist you at every stage, as per the illustrations below.

## Baseline Forecast Overhead Assumptions – Years 3, 4, 5

					Yr3 Assumptions		Yr4 Assumptions		Yr5 Assumptions	
	Feb	Mar	Yr2 Total	YoY%	YoY%	Yr3 Total	YoY%	Yr4 Total	YoY%	Yr5 Total
<b>Overheads</b>										
Salaries	6,779	6,800	78,620	168.3%	2.0%	80,193	2.0%	81,797	2.0%	85,438
Rent	4,000	4,000	48,000	33.3%	2.0%	48,960	2.0%	49,939	2.0%	50,938
Advertising & Marketing	3,728	3,549	37,256	0.0%	2.0%	38,002	2.0%	38,762	2.0%	39,537
Travel & Subsistence	3,000	3,000	36,000	43.5%	2.0%	36,720	2.0%	37,454	2.0%	38,203
IT Software & Consumables	2,654	2,526	23,334	0.0%	2.0%	23,801	2.0%	24,277	2.0%	24,763
Heat & Light	2,166	2,062	24,999	40.5%	2.0%	25,499	2.0%	26,009	2.0%	26,529
Office Expenses	2,122	2,020	24,653	41.3%	2.0%	25,146	2.0%	25,649	2.0%	26,162
Motor Expenses	2,000	2,000	24,000	44.9%	2.0%	24,480	2.0%	24,970	2.0%	25,469
Corporation Tax										
Rates	1,200	1,200	14,400	0.0%	2.0%	14,688	2.0%	14,982	2.0%	15,281
Depreciation										

## Corporation Tax, Interest and Depreciation

	2020		YoY%	YoY %						% Applied	Month						
	Mar	TY		LY	Apr	Jun	Jul	Sep	Oct		Dec	Jan	Mar	Apr	May	Jun	Jul
Overheads																	
Salaries	6,800	80,265	77,431	3.3%	4%	4%	4%	4%	4%	4%	0.0%	Year on year % movement by nominal over the past 6 months	1,000	1,000	1,665		
Rent	4,000	48,000	48,000	0.0%	0%	0%	0%	0%	0%	0%	0.0%	Entering a year on year (YOY) % increase or decrease for each nominal in the %	2,000	2,000	3,618		
Advertising & Marketing	3,549	43,549	43,700	(0.3%)	(1%)	1%	1%	1%	(1%)	(1%)	0.0%	Applied column will maintain the prior year phasing.	200	200	2,102		
Travel & Subsistence	3,043	37,345	37,475	(0.3%)	(1%)	1%	1%	1%	(1%)	(1%)	0.0%	Alternatively you can enter the desired number in the relevant cell.	0	0	2,048		
IT Software & Consumables	2,536	31,004	31,111	(0.3%)	(1%)	1%	1%	1%	(1%)	(1%)	0.0%	Note: Any nominals that have a description including Depreciation, Interest Paid or Tax are automatically set to zero as they are calculated on the 3 Way Forecast tab	1,200	1,200	1,200		
Heat & Light	2,062	25,303	25,391	(0.3%)	(1%)	1%	1%	1%	(1%)	(1%)	0.0%		0	0	0		
Office Expenses	2,020	24,788	24,874	(0.3%)	(1%)	1%	1%	1%	(1%)	(1%)	0.0%		1,000	1,000	1,000		
Motor Expenses	2,009	24,650	24,735	(0.3%)	(1%)	1%	1%	1%	(1%)	(1%)	0.0%		250	250	250		
Corporation Tax	15,000	15,000	14,250	5.3%	(100.0%)						0.0%		250	250	250		
Rates	1,200	14,000	14,000	0.0%	(100.0%)						0.0%		250	250	250		
Depreciation	1,000	12,000	12,000	0.0%	(100.0%)						0.0%		250	250	250		
General Expenses	1,000	12,000	12,000	0.0%	(100.0%)						0.0%		250	250	250		
Overheads 14	250	3,000	3,000	0.0%	0%	0%	0%	0%	0%	0%	0.0%		250	250	250		
Overheads 15	250	3,000	3,000	0.0%	0%	0%	0%	0%	0%	0%	0.0%		250	250	250		
Overheads 16	250	3,000	3,000	0.0%	0%	0%	0%	0%	0%	0%	0.0%		250	250	250		
Overheads 17	250	3,000	3,000	0.0%	0%	0%	0%	0%	0%	0%	0.0%		250	250	250		
Overheads 18	250	3,000	3,000	0.0%	0%	0%	0%	0%	0%	0%	0.0%		250	250	250		
Overheads 19	250	3,000	3,000	0.0%	0%	0%	0%	0%	0%	0%	0.0%		250	250	450		

Corporation Tax, Depreciation and Interest - Automatically set to (-100%) because these are dealt with differently in the 3 Way Forecast

### Corporation Tax, Depreciation, and Interest Payments to Zero

Note that any overheads that include the words or variations on the description of Corporation Tax, Depreciation or Interest rates are automatically set to -100% because these are dealt with in the 3 Way Forecast to ensure the correct treatment for taxation and cash flow purposes.

## Overheads and New Overhead Assumptions

	% Applied	Forecast for Year 1 (next 12 months)												Yr1 Total	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Other Overheads	0.0%														
Bad Debt		0	0	0	0	0	0	0	0	0	0	0	0	0	25,000
New Overhead 1															
New Overhead 2															
New Overhead 3															
New Overhead 4															
New Overhead 5															
New Overhead 6															
New Overhead 7															
New Overhead 8															
New Overhead 9															
New Overhead 10															
New Overhead 11															
New Overhead 12															
New Overhead 13															
New Overhead 14															
New Overhead 15															
<b>Total Overheads</b>		11,112	21,119	21,125	20,131	26,332	26,408	27,785	29,548	29,637	29,726	31,511	30,758	305,192	
<b>Net Profit</b>		(11,112)	(21,119)	(21,125)	(20,131)	(6,223)	(8,603)	(14,261)	(3,969)	10,620	(6,300)	(6,118)	(1,059)	(119,400)	(119,400)
<b>Net Profit %</b>		0.0%	0.0%	0.0%	0.0%	(21.0%)	(32.4%)	(71.0%)	(10.5%)	17.9%	(82.5%)	(56.4%)	(2.4%)	(43.7%)	(43.7%)

Enter New Overhead Assumptions Here

### Baseline Forecast – New Overheads Assumptions

Having entered all necessary forecast assumptions for your existing Overheads, (Overhead Nominals), enter your assumptions for any new Overhead lines and their associated expenditure below in the space provided.

## Bad Debt Tool Tip

	2018 Apr	2018 May	2018 Jun
Other Overheads			
Bad Debt			0
New Overhead 1			
New Overhead 2			
New Overhead 3			
New Overhead 4			
New Overhead 5			
New Overhead 6			
New Overhead 7			

**Bad Debt:**  
If you wish to forecast Bad Debts, please use the row provided. This will ensure the correct P&L, Balance Sheet and Cashflow treatment


**Enter Bad Debt Assumptions Here**



## Bad Debt Assumptions

	% Applied	Forecast for Year 1 (next 12 months)												Yr1 Total	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Other Overheads	0.0%														
Bad Debt		0	10,000	10,000	5,000		0	0	0	0	0	0	0	0	25,000
New Overhead 1															
New Overhead 2															
New Overhead 3															
New Overhead 4															
New Overhead 5															
New Overhead 6															
New Overhead 7															
New Overhead 8															
New Overhead 9															
New Overhead 10															
New Overhead 11															
New Overhead 12															
New Overhead 13															
New Overhead 15															
<b>Total Overheads</b>		11,112	21,119	21,125	20,131	26,332	26,408	27,785	29,548	29,637	29,726	31,511	30,758	305,192	
<b>Net Profit</b>		(11,112)	(21,119)	(21,125)	(20,131)	(6,223)	(8,603)	(14,261)	(3,969)	10,620	(16,300)	(6,118)	(1,059)	(119,400)	
<b>Net Profit %</b>		0.0%	0.0%	0.0%	0.0%	(21.0%)	(32.8%)	(71.6%)	(10.5%)	17.9%	(82.5%)	(16.4%)	(2.4%)	(43.7%)	

Enter Bad Debt Assumptions Here



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### Baseline Forecast – Bad Debt Assumptions

Bad Debt has a different impact on your P&L and Balance Sheet to other overheads and **must** be entered on the Bad Debt line provided in the overheads section of the Baseline Forecast Tab as shown below. Doing this will allow the Universal Forecasting and Funding Proposal Model to correctly apply the treatment of Bad Debt and automatically make the necessary adjustments to Profit and Loss, Balance Sheet and Cash Flow treatment where necessary.

VAT Rate for each Sales/Revenue Nominal							
	Yr3 Assumptions		Yr4 Assumptions		Yr5 Assumptions		VAT
	YoY%	Yr3 Total	YoY%	Yr4 Total	YoY%	Yr5 Total	
Sales							%
Sales Nominal 1	5.0%	128,404	5.0%	134,825	5.0%	141,566	20.0%
Sales Nominal 2	5.0%	174,681	5.0%	183,415	5.0%	192,586	20.0%
Sales Nominal 3	5.0%	139,745	5.0%	146,732	5.0%	154,068	20.0%
Sales Nominal 4	5.0%	111,796	5.0%	117,386	5.0%	123,255	20.0%
Sales Nominal 5	5.0%	89,437	5.0%	93,908	5.0%	98,604	20.0%
Sales Nominal 6	5.0%	71,549	5.0%	75,127	5.0%	78,800	20.0%
Sales Nominal 7	5.0%	57,239	5.0%	60,000	5.0%	62,800	20.0%
Sales Nominal 8	5.0%	45,792	5.0%	48,000	5.0%	50,000	20.0%
Sales Nominal 9	5.0%	36,633	5.0%	38,000	5.0%	39,500	20.0%

Enter the Correct VAT Rate for Each Sales /

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### Baseline Sales Forecast – VAT Rate for each Sales/Revenue Nominal

To ensure the correct application of VAT to your sales, you need to enter the appropriate VAT rate to each customer / sales channel as shown below. By default, all VAT entries will be set to 20%.

## VAT Rate for each Cost of Sales Nominal

Cost of Sales	Yr3 Assumptions		Yr4 Assumptions		Yr5 Assumptions		VAT
	YoY%	Yr3 Total	YoY%	Yr4 Total	YoY%	Yr5 Total	
Cost of Sales Nominal 8	4.9%	42,277	4.9%	44,390	4.9%	46,610	20.0%
Cost of Sales Nominal 1	4.3%	36,561	4.3%	38,389	4.3%	40,308	20.0%
Cost of Sales Nominal 2	4.2%	35,891	4.2%	37,685	4.2%	39,569	20.0%
Cost of Sales Nominal 6	3.8%	32,259	3.8%	33,872	3.8%	35,565	20.0%
Cost of Sales Nominal 3	3.8%	32,235	3.8%	33,846	3.8%	35,539	20.0%
Cost of Sales Nominal 10	2.8%	24,216	2.8%	25,426	2.8%	26,636	20.0%
Cost of Sales Nominal 7	2.3%	20,084	2.3%	21,294	2.3%	22,504	20.0%
Cost of Sales Nominal 4	1.9%	16,635	1.9%	17,845	1.9%	19,055	20.0%
Cost of Sales Nominal 5	1.8%	15,173	1.8%	16,383	1.8%	17,593	20.0%
Cost of Sales Nominal 9	1.5%	12,845	1.5%	13,655	1.5%	14,465	20.0%
Other							20.0%
New Cost of Sales 1							20.0%
New Cost of Sales 2							20.0%

Enter the Correct VAT Rate for Each Cost of Sales / Variable Cost Nominal

### Baseline Sales Forecast – VAT Rate for each Cost of Sales / Variable Cost Nominal

To ensure the correct application of VAT to your Cost of Sales / Variable Costs, you need to enter the appropriate VAT rate to each Cost of Sales Nominal as shown below. By default, all VAT entries will be set to 20%.

## VAT Rate for each Cost of Sales Nominal

	Yr3 Assumptions		Yr4 Assumptions		Yr5 Assumptions		VAT %
	YoY%	Yr3 Total	YoY%	Yr4 Total	YoY%	Yr5 Total	
<b>Overheads</b>							
Salaries	0.0%	78,620	0.0%	78,620	0.0%	78,620	0.0%
Rent	0.0%	48,000	0.0%	48,000	0.0%	48,000	20.0%
Advertising & Marketing	0.0%	37,256	0.0%	37,256	0.0%	37,256	20.0%
Travel & Subsistence	0.0%	36,000	0.0%	36,000	0.0%	36,000	20.0%
IT Software & Consumables	0.0%	23,334	0.0%	23,334	0.0%	23,334	20.0%
Heat & Light	0.0%	24,999	0.0%	24,999	0.0%	24,999	20.0%
Office Expenses	0.0%	24,653	0.0%	24,653	0.0%	24,653	20.0%
Motor Expenses	0.0%	24,000	0.0%	24,000	0.0%	24,000	20.0%
Corporation Tax							
Rates	0.0%	14,400	0.0%		0.0%		20.0%
Depreciation							
General Expenses	0.0%	12,000	0.0%		0.0%		20.0%
Overhead	0.0%		0.0%		0.0%		20.0%

Enter the Correct VAT Rate for Each Overhead / Fixed Cost Nominal

### Baseline Sales Forecast – VAT Rate for each Overhead Nominal

To ensure the correct application of VAT to your Cost of Sales / Variable Costs, you need to enter the appropriate VAT rate to each Cost of Sales Nominal as shown below. By default, all VAT entries will be set to 20%.

# All Done!


	2020				YoY %					% Applied	Forecast				
	Mar	TY	LY	YoY%	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	YoY %		Apr	May	Jun	Jul	Aug
<b>Sales</b>															
Sales Nominal 1	13,464	215,081	204,839	5.0%	5%	5%	5%	5%						6,837	6,000
Sales Nominal 2	10,771	172,065	163,872	5.0%	5%	5%	5%	5%						5,470	4,843
Sales Nominal 3	8,617	137,652	131,097	5%	5%	5%	5%	5%						4,376	3,875
Sales Nominal 4	6,894	110,122	104,878	5%	5%	5%	5%	5%						3,501	3,100
Sales Nominal 5	5,515	88,097	83,902	5%	5%	5%	5%	5%						2,801	2,400
Sales Nominal 6	4,412	70,478	67,122	5%	5%	5%	5%	5%						2,240	1,980
Sales Nominal 7	3,530	56,382	53,697	5%	5%	5%	5%	5%						1,792	1,580
Sales Nominal 8	2,824	45,106	42,958	5.0%	5%	5%	5%	5%						1,434	1,200
Sales Nominal 9	2,199	36,085	34,366	5.0%	5%	5%	5%	5%						1,147	1,010
Other															
New Customer 1															
New Customer 2															
New Customer 3															
New Customer 4															
New Customer 5															
New Customer 6															
New Customer 7															
New Customer 8															
New Customer 9															
New Customer 10															
New Customer 11															
New Customer 12															
New Customer 13															
New Customer 14															
New Customer 15															
<b>Total Sales</b>	<b>58,285</b>	<b>894,968</b>	<b>856,323</b>	<b>5.0%</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,598</b>	<b>26,200</b>
<b>Cost of Sales</b>	<b>(22,500)</b>				<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(9,489)</b>	<b>(8,400)</b>
<b>Gross Margin</b>	<b>35,785</b>									<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,109</b>	<b>17,800</b>

History Automatically Populated

Enter Assumptions for the Future

Tab 6: Baseline Forecast

# Module 5 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

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# Status and Next Step

- With historic Baseline Forecast Profit and Loss assumptions entered
- The process can move to the next stage:  
Enter the Baseline Balance Sheet treatment

## NEED FURTHER SUPPORT?

Join The Forecast & Funding Proposal Workshop

Email us at [support@vfd-pro.com](mailto:support@vfd-pro.com)

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