

Information required for projections

1. Opening balance sheet – is it credible and complete?
2. Opening ageing of trade debtors or dates when payment likely to be received;
3. Ongoing likely payment dates of trade debtors;
4. Opening trade creditors including dates due to be paid including any historical debts agreed during lockdown;
5. Ongoing likely payment dates of trade creditors;
6. Details of additional deal costs/one-off costs due to relocation; IT costs; marketing; PPE requirements etc and likely timings;
7. Fixed asset register, or summary by category;
8. Details of all HP/finance lease agreements– value outstanding, term remaining, interest rate or details of repayments – adjusted for any payment holidays taken;
9. As above for loans and any other finance facilities already in place;
10. Details of proposed new funding facilities if required– interest rates/charges and amount to be advanced;
11. Employee list with gross wage/salary for both companies (incl directors) and terms of payment (weekly/monthly etc);
12. Details of any bonus/commission scheme;
13. Details of any new proposed employees or redundancies;
14. Grants received or due to be received including SEISS/furlough/LA Discretionary Grants;
15. Estimated sales per month– with as much detail as possible (eg by product type; customer group; location; sales region) highlighting the rates of VAT for each
16. Details of any expected changes in gross margins
17. Details of VAT due dates including historical VAT;
18. Details of PAYE/NIC, due dates including historical PAYE/NIC
19. Details of any projected one-off costs – eg repairs, acquisition of fixed assets, recruitment fees etc
20. Details of any financial covenants from investors or lenders
21. Suggestions about how these projections may need to be sensitised or flexed for alternative scenarios