

## 10 Finances

The projections at 10.1–10.3 can be provided in spreadsheet form from your IT systems. If you are part of a Group please complete the projections based on the applicant and provide a copy based on the Group.

### 10.1 Projected Cash Flow

Cash Flow Forecast for Year Ending ____ / ____ / ____	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	£000	£000	£000	£000	£000
<b>Receipts</b>					
Licensable business					
Non Licensable business					
Interest & investment income					
Loans from directors					
Other loans (please specify in notes)					
Proceeds of share issue(s)					
Other income					
<b>Total Receipts (A)</b>					
<b>Payments</b>					
Flight costs					
Accommodation					
Other direct costs					
Salary costs (including pension costs)					
Directors' remuneration					
Advertising, promotion & brochure costs					
Licensing fees (ATOL, ABTA, IATA etc)					
Lighting & heating					
Legal & professional fees					
Insurance					
Rent & rates					
Telephone charges					
Bank charges & interest payable					
Entertaining & travel expenses					
Printing & stationery					
Postage					
Repairs & maintenance					
Bond premiums (ATOL, ABTA etc)					
Dividends					
Taxation					
Computer & IT costs					
Other (please specify)					
<b>Purchase of fixed assets:</b>					
UK Property					

Overseas property					
Computers					
Fixtures & Fittings					
Other					
<b>Total Payments (B)</b>	£	£	£	£	£
<b>Net Receipts (Payments) (A-B)</b>	£	£	£	£	£
<b>Cash Position Brought Forward</b>	£	£	£	£	£
<b>Cash Position Carried Forward</b>	£	£	£	£	£

## 10.2 Projected Profit and Loss Account

Projected profit & loss account for year end	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	£000	£000	£000	£000	£000
<b>Licensable Business</b>					
Turnover					
Direct costs					
Gross profit (a)					
<b>Non Licensable Business</b>					
Turnover					
Direct costs					
Gross profit (b)					
<b>Total Gross profit (a+b)</b>					
<b>Expenses</b>					
Salary costs (include Pension costs)					
Directors' remuneration					
Advertising, promotion & brochure costs					
Licensing fees (ATOL, ABTA etc)					
Lighting and heating					
Legal & professional fees					
Insurance					
Rent & rates					
Telephone charges					
Bank charges & interest payable					
Entertaining & travel expenses					
Printing & stationery					
Postage					
Repairs & maintenance					
Depreciation					
Bond premiums (ATOL, ABTA)					
Computer & IT costs					
Other (please specify)					
<b>Total expenses</b>					

Other income (please specify)					
Profit (loss) before tax					
Tax					
Profit (loss) after tax					
Dividends or drawings					
Retained Profits (losses)					

10.3 Projected Balance Sheet

	Opening Position or last financial year end as at ____/____/____	Projected Position as at ____/____/____
<b>External – Current Assets</b>		
Stock (other than brochures)		
Trade debtors		
Other debtors & prepayments		
Bank & cash balances		
Other	£	£
<b>External – Current Liabilities</b>		
Bank overdraft		
Trade creditors		
Dividend payable		
Corporation tax payable		
Other creditors		
Accruals & deferred income		
Other	£	£
<b>Working Capital – Surplus/(Deficit)</b>	£	£
<b>Internal - Receivables</b>		
Due from directors		
Due from group companies		
Due from associates		
Other	£	£
<b>Internal - Payables</b>		
Due to directors		
Due to group companies		
Due to associates		
Other	£	£
<b>Total net current assets/(liabilities)</b>	£	£
<b>Fixed assets</b>		
Freehold property		
Leasehold		
Motor vehicles		
Fixtures & fittings		
Computer equipment		
Other	£	£
<b>Total net tangible assets/(liabilities)</b>	£	£

	Opening Position or last financial year end as at ___/___/___	Projected Position as at ___/___/___
<b>Other Assets</b>		
Cash deposits (for bonding, rent etc)		
Investments in associate companies		
Other	£	£
<b>Intangible assets</b>		
Goodwill		
Brochure/advertising costs		
Other		
	£	£
<b>Total net assets/(liabilities)</b>	<b>£</b>	<b>£</b>
<b>Financed by:</b>		
<b>Shareholders Funds</b>		
Ordinary share capital		
Preference share capital		
Share premium		
P&L		
Other reserves	£	£
<b>Borrowings</b>		
HP > one year		
Bank loan		
Subordinated loans	£	£
<b>Deferred Liabilities</b>		
Deferred tax	£	£
<b>TOTAL FINANCES</b>	<b>£</b>	<b>£</b>

Please include any notes and assumptions regarding the projections in the box below
