COVID-19: lending applications

Information checklist to review to support applications

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|  | Information | Comment |
| **1** | **General** |  |
| 1.1 | Ownership structure of the borrowing entity and details of any subsidiaries, and the ultimate parent undertaking |   |
| 1.2 | Schedule of all banking facilities including facility level, current utilisation and terms.  |   |
| 1.3 | Where applicable, covenant terms and definitions together with historical calculations (if available) for the previous two financial years and the YTD (including Management's calculation of covenants, and add-backs to EBITDA) |   |
| **2** | **Historical financial information for the previous two financial years, and for the Year-to-Date ("YTD")** |   |
| 2.1 | Statutory accounts for the previous two financial years |   |
| 2.2 | Monthly management accounts, including profit and loss, balance sheet and cash flow for the previous two financial years and YTD |   |
| 2.3 | Schedule of one-off receipts for the previous two financial years and the YTD | Material one-off income items or receipts, such as other operating income, rent deposit receipt, large legal settlement receipt |
| 2.4 | Schedule of one-off costs for the previous two financial years and the YTD | Material one-off costs, such as capital expenditure, or professional or legal fees not in the normal course of business |
| 2.5 | Details of historical performance against budget for the previous two financial years and the YTD |   |
| 2.6 | Customer concentration analysis | Analysis showing the percentage of total revenue per customer |
| 2.7 | Split of revenue by stream, and by recurring and non-recurring if applicable, for the previous two years and the YTD |   |
| 2.8 | A copy of the latest aged debtors report |   |
| 2.9 | A copy of the latest aged creditors report |   |
| 2.10 | A copy of the latest fixed asset register |   |
| 2.11 | Breakdown of all other debtors and creditors as at the YTD |   |
| 2.12 | Intercompany balance matrix as at the YTD, if applicable |   |
| **3** | **Forecast financial information - 13-week short-term cash flow** |   |
| 3.1 | Company, and consolidated group (if applicable), 13-week short-term cash flow forecast. This forecast should include how current assets and liabilities (predominantly, but not limited to, the latest aged debtors and creditors) unwind over the 13-week period | A 13-week forecast is used as it covers a full quarter of the financial year, encompassing key payments being rent and VAT quarters |

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| **3** | **Forecast financial information - 13 week short-term cash flow cont.** |
| 3.2 | Schedule of all direct debits and standing orders forecast for the 13 week period |   |
| 3.3 | Details of expected payroll amounts for the 13 week period |   |
| 3.4 | Details of all rent and service charge payments due each quarter |   |
| 3.5 | Schedule of any HMRC liabilities, including any time to pay arrangements where applicable, and whether it is anticipated these payments will be deferred in line with the COVID-19 deferral holidays |   |
| 3.6 | Confirmation of agreed/standard credit terms offered to customers and received from suppliers |   |
| 3.7 | Details of any agreed payments plans with suppliers.  |   |
| 3.8 | Details of any large one off receipts and payments  |   |
| 3.9 | Details of any large regular payments such as rent and insurance |   |
| 3.10 | Anticipated weekly sales for the next 13 weeks |   |
| **4** | **Forecast financial information - current year outturn, and the next two financial years** |
| 4.1 | Company, and consolidated group (if applicable), monthly integrated financial forecast for the current year outturn, and the next two financial years. To include monthly profit and loss, balance sheets and cash flows. Outline what assumptions have been used as the basis for the forecasts, such as basis for monthly sales, working capital (debtor, stock and creditor days), headcount changes etc |   |
| 4.2 | Details of any cost reductions and synergies reflected in the forecast, and whether these have been implemented or to be implemented |   |
| 4.3 | Details of any planned capital expenditure in the forecast period |   |
| 4.4 | If applicable, Management's forecast covenant workings, including add-backs to EBITDA, for the forecast period |   |
| **5** | **COVID-19 specific information** |
| 5.1 | Schedule of all payment holidays to be utilised - including, but not limited to, rent payments, HMRC payments (VAT, PAYE, corporation tax), interest and capital payments to lenders, trade creditor payments |   |
| 5.2 | Schedule of doubtful or extended debts due or to become due that are unlikely to be received as a result of COVID-19 |   |
| 5.3 | Details of payments to be received under the Government's COVID-19 job retention scheme, and payments relating to the Government's furlough scheme |   |
| 5.4 | Details of business rates relief, if applicable |   |
| 5.5 | Details of any other Government grants or funding available to your company under the COVID-19 measures |   |