

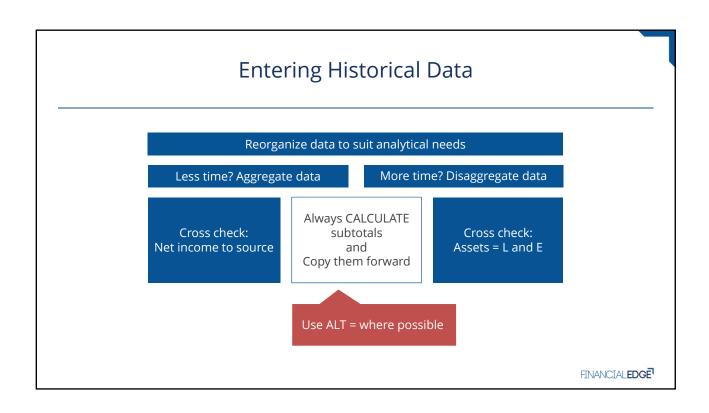


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	Input historical data for income statement and balance sheet
	Calculate ratios and statistics
	Decide on forecast assumptions
	Build the forecast income statement except for interest
	Build the forecast balance sheet except for cash, revolver and deb
	Build the cash flow statement using the rules of cash
	Plug cash into the balance sheet from the cash flow statement
	Build the debt and interest calculations
	Plug revolver and long term debt into the balance sheet
F	Link the interest into the income statement and deal with any circular ref





Ratios, Statistics and Forward Assumptions

Explain variations with footnotes/ comments

Historical data - Actual
Understand business

Forward assumptions – Research, Management, Analyst's own

Forward assumptions drive forecast – 5 or 10 years common

Trends over time? Compare with peers, industry and economic benchmarks

Examples	Year -1 A	Year 0 A	Year 1 E	Year 2 E	Year 3 E	Year 4 E	Year 5 E
Revenue growth	6.2%	6.6%	6.5%	6.0%	5.5%	5.0%	4.0%
Costs % revenues	72.4%	70.8%	71.0%	71.0%	71.0%	71.0%	71.0%
Margins	12.4%	14.4%	15.2%	14.8%	14.5%	14.5%	14.5%
OWC % revenues	8.0%	8.2%	7.8%	7.5%	7.4%	7.4%	7.4%
Tax rate	25.5%	25.2%	23.0%	23.0%	23.0%	23.0%	23.0%

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Income Statement

	Actual	Build forecast, from assumptions, for all line items except interest					
Income statement	Year 0 A	Year 1 E	Year 2 E	Year 3 E	Year 4 E	Year 5 E	
Revenues	10,265.3	10,727.2	11,210.0	11,714.4	12,241.6	12,792.4	
Operating costs	8,754.9	9,332.7	9,752.7	10,191.5	10,650.2	11,129.4	
EBIT	1,510.4	1,394.5	1,457.3	1,522.9	1,591.4	1,663.0	
Interest income	9.0						
Interest expense	223.4						
Earnings before tax	1,296.0	1,394.5	1,457.3	1,522.9	1,591.4	1,663.0	
Tax expense	304.0	320.7	335.2	350.3	366.0	382.5	
Net income	991.9	1,073.8	1,122.1	1,172.6	1,225.4	1,280.5	

SENSE, STRUCTURE and STRESS check Year 1 forecast BEFORE copying across



Balance Sheet

	Actual	Build for all line items except cash, revolver and debt				
Balance sheet	Year 0 A	Year 1 E	Year 2 E	Year 3 E	Year 4 E	Year 5 E
Cash and cash equivalents	2,143.6					
Operating assets	4,382.2	4,720.0	4,932.4	5,154.3	5,386.3	5,628.7
Long term assets	4,351.3	4,277.1	4,224.2	4,191.3	4,177.1	4,180.8
Total assets	10,877.1	8,997.1	9,156.6	9,345.6	9,563.4	9,809.4
Revolver	606.0					
Operating liabilities	2,907.3	3,218.2	3,363.0	3,514.3	3,672.5	3,837.7
Long term debt	3,743.7					
Total liabilities	7,257.0	3,218.2	3,363.0	3,514.3	3,672.5	3,837.7
Equity	3,620.1	4,049.7	4,498.5	4,967.6	5,457.7	5,969.9
Total liabilities and equity	10,877.1	7,267.8	7,861.5	8,481.9	9,130.2	9,807.6
Balance?	0.0	(1,729.3)	(1,295.1)	(863.7)	(433.2)	(1.8)

SENSE, STRUCTURE and STRESS check Year 1 forecast BEFORE copying across

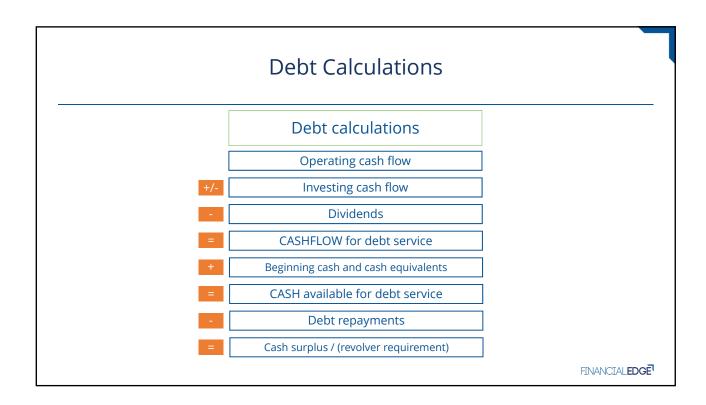
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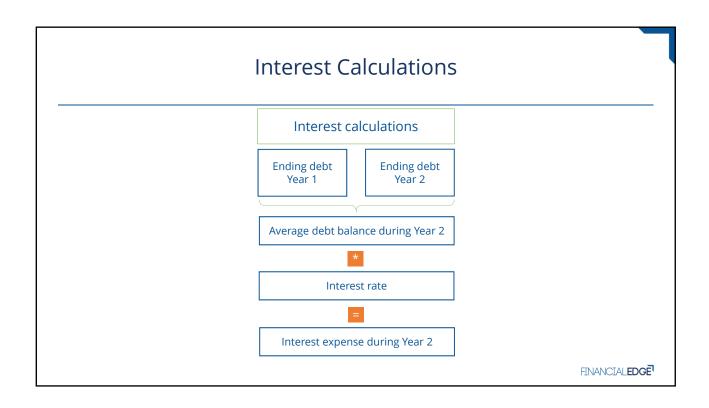
Cash Flow Statement

Cash flow statement	Year 0 A	Year 1 E	Year 2 E	Year 3 E	Comment
Net income		1,073.8	1,122.1	1,172.6	RE up - Cash up
D&A		396.0	389.2	384.4	PP&E down – Cash up
Change in OWC		(26.9)	(67.6)	(70.6)	OWC up – Cash down
Operating cash flow		1,442.9	1,443.8	1,486.4	Subtotal
Capex		(321.8)	(336.3)	(351.4)	PP&E up – Cash down
Investing cash flow		(321.8)	(336.3)	(351.4)	Subtotal
Dividends paid		(644.3)	(673.3)	(703.6)	RE down – Cash down
Revolver issuance (repayment)		(606.0)	0.0	0.0	Revolver down – Cash down
Debt issuance / (repayment)		(300.0)	0.0	(350.0)	Debt down – Cash down
Financing cash flow		(1,550.2)	(673.3)	(1,053.6)	Subtotal
Net cash flow		(429.2)	434.2	81.4	Op, Investing, Financing
Beginning cash and equivalents		2,143.6	1,714.4	2,148.6	From prior period
Ending cash and equivalents	2,143.6	1,714.4	2,148.6	2,230.0	Beginning + flow = Ending

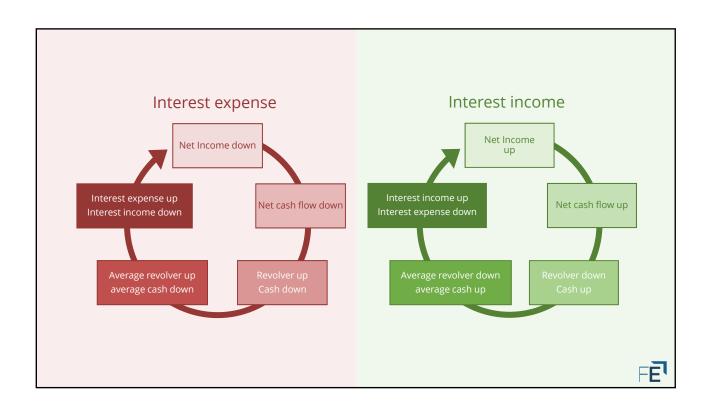
Equals cash and cash equivalents in the BS and the debt calculations

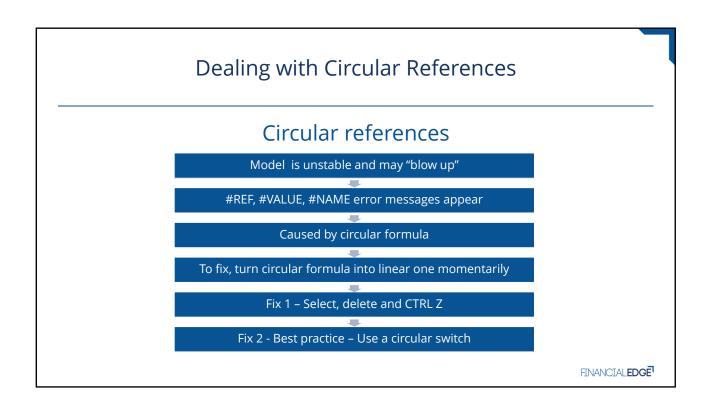














Prepare for Handoff

Check that the output looks reasonable based on assumptions Ensure consistency of formatting: formulas black, hard numbers blue Is the layout intuitive?

Are complex calculations broken down into steps?

Is the model documented where necessary?

Is the circular switch ON, is iteration ON

Is the model beauty saved? (Ctrl + Home on every sheet)

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