# Brief Guide to the Compilation of the Multiannual Business Plan (BP) in Accordance with the Prospectus as per Annex VIII of the Call for Tenders 

The BP, composed of the Forecast Profit/Loss Account, the Forecast Statement of Assets and Liabilities and the Forecast Cash Flow, of which a digital example is provided in Excel format (Annex VIII), is already specifically drafted for entering the input data in a forecast period of up to 50 years, the maximum duration of a redevelopment concession/rental. The calculation models for the financial-economic assessment's and project bankability's indexes, as well as those for the bank loan, are an integral part of the BP.

Data may be entered and modified only within the cells highlighted in yellow. All other cells already contain the necessary calculations for obtaining the various results. Should the applicants be familiar with the spreadsheet proposed, they may modify or customise it, integrating other items in the BP' spreadsheet and eventually even changing the reference annuities. Within the Project Proposal, the applicants shall analyse and assessed separately the following elements:
a) Duration in years of the BP and concession/rental period: duration between 6 and 50 years for the adequate recovery of the invested capital, proportioned to the achievement of the economic-financial balance of the initiative. Through simple operations made on the spreadsheet, the duration (as well as the following operations) may be customised on the basis of the project for which the economic-financial planning is being proposed.
b) Revenues and Operating Costs: the BP allows for the insertion of current monetary values at constant market prices for the estimates made with regard to revenues and operating costs. It is considered useful that the applicants, during the compilation of the BP, present the overall revenues in a different section, specifying the procedures adopted for each type, should the project entail more services subject to a fee. With regard to the operating costs, the applicants shall present in a different section of the BP the various accounting entries that shall lead to the assessment of the various types of operating costs for each year: human resources, ordinary maintenance, insurance, advertisement, energy, etc.. This tear-down analysis of the revenues and operating costs must be in line with the specifications set forth in Annex VII - EconomicTimeline Bid and in Annex IX - Call for Tenders Details Sheet. Once the estimates of the revenues and costs levels for the first start-up year are completed - also thanks to the formulation of the aspects related to the market and the management provided for in the previous sections -, it is advisable that those same values record a linear growth until the last year of management of the property (end of concession); the growth to be associated to both entries (revenues and costs) can be set within the limits of the expected GDP's prudential growth and, in any case, within a $2 \%$ maximum, taking account of inflation. Should the applicants be in possession of empirical evidence that the asset/services of the project may record higher growth rates, the application of revenues and/or costs' growth rates higher than $2 \%$ may be admitted, notwithstanding the adequate justification to be presented in the special Annex IX - Call for Tenders Details Sheet, in the part related to operating costs and revenues.
c) Discount Rate: the European Commission set the rates at $3.5 \%$ for the Community programme period 20142020. Generally, the rate can be amended also in accordance with the interest rate owed to the bank, adding to the latter a $1-3 \%$ margin, also according to the level of risk perceived by the applicants. For a low risk, usually, $1 \%$ is added to the bank rate; in other cases, $2-3 \%$ may be added.
d) Extraordinary Maintenance: it is advisable to forecast an extraordinary maintenance activity every 5-8 years so as to the maintain the structure in full functionality. This activity, too, included in the Excel prospectus, is capitalised under fixed assets.
e) VAT Management: the BP foresees the possibility to recover outstanding VAT incurred during the implementation of the construction site to the extent of $22 \%$ of the investment, within the three following years. Other
recovery procedures, such as the automatic compensation with the VAT receive on revenues, may be accounted for by amending the relevant parts of the Excel prospectus.
f) Investment Hedging Resources: generally, the projects with a private capital of at least $20-30 \%$ and a bank loan not greater than 30-50\% of the overall investment's cost are assessed in a better way from a financial sustainability point of view. The spreadsheet contains a section in which, starting from the share of financing envisaged on the total investment figure, it is possible to simulate the yearly debt instalment (also divided per principal and interest) on the basis of the interest rate (fixed condition) and of the duration.
g) Public Subsidies: The digital BP contains two sections that allow for the insertion of this entry, which can be recorded under Operating Account, Capital Account or both accounts, obviously in so far as the law permits.

For the sole purpose of facilitating the compilation of the information required in Annexes VIII and IX of the call for tenders with regard to the economic-financial elements, a mock BP is presented herewith. No numerical value here presented represents a real case and is thus presented solely for demonstration purposes.

The example presented refers to a project with an investment of $€ 2$ million, 2 years of construction site and 48 years of concession. In the example, a $€ 1$ million bank loan is envisaged, with a duration of 12 years (a two-year period of grace and 10 years of instalments) and a $2.5 \%$ rate. Both the project's and the shareholders' NPV and IRR are positive, just like the bankability indexes; the DSCER and the LLCR show values higher than the unit for the whole duration of the loan, thus being acceptable for the issue of the bank's approval. For demonstration purposes, the first 15 years of BP are presented below.

It is recalled that, for the purpose of facilitating the compilation, in the BP's prospectus attached to the call for tenders, the input data must be added only in the fields highlighted in yellow. It may be possible to make changes to the file and to its cells with the pre-set calculation function, but it is advisable to do so only should the applicants have adequate knowledge of the excel platform, as well as of the material economic-financial analysis and assessment methods entailed in a project.

Numerical example of BP, according to the prospectus in Annex VIII of the call for tenders, herewith presented solely for demonstration purposes. No numerical value here reported represents a real project case.

| FORECAST INCOME STATEMENT | years |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Operating revenues |  |  |  |  | 220,000 | 222,200 | 224,422 | 226,666 | 228,933 | 231,222 | 233,534 | 235,870 | 238,228 | 240,611 | 243,017 | 245,447 | 247,902 |
| Concession/Rental fee |  |  | 10 | 10 | 10 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 112 |
| Operating costs |  |  |  |  | 49,990 | 50,390 | 50,793 | 51,199 | 51,608 | 52,020 | 52,435 | 52,853 | 53,274 | 53,699 | 54,126 | 54,557 | 54,991 |
| Ebitda |  |  | 10. | 10 | 170,000 | 171,710 | 173,528 | 175,365 | 177,222 | 179,098 | 180,995 | 182,911 | 184,847 | 186,804 | 188,781 | 190,779 | 192,799 |
| \% on revenues |  |  |  |  | 77\% | 77\% | 77\% | 77\% | 77\% | 77\% | 78\% | 78\% | 78\% | 78\% | 78\% | 78\% | 78\% |
| Public subsidy in operating account |  |  |  |  | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |  |  |  |  |  |  |  |  |
| Depreciations |  |  |  |  | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 101,500 | 101,500 | 101,500 | 101,500 | 101,500 | 101,500 | 101,500 | 101,500 |
| Financial charges |  |  | 12,500 | 25,000 | 25,000 | 22,769 | 20,481 | 18,137 | 15,734 | 13,271 | 10,746 | 8,158 | 5,506 | 2,787 |  |  |  |
| Pre-tax result |  |  | 12,510. | 25,010 | 55,000 | 58,942 | 63,047 | 67,229 | 71,488 | 64,328 | 68,749 | 73,253 | 77,841 | 82,517 | 87,281 | 89,279 | 91,299 |
| $\%$ on revenues |  |  |  |  | 25\% | 27\% | 28\% | 30\% | 31\% | 28\% | 29\% | 31\% | 33\% | 34\% | 36\% | 36\% |  |
| Taxes-IRES |  | 24.0\% | - | - | 13,200 | 14,146 | 15,131 | 16,135 | 17,157 | 15,439 | 16,500 | 17,581 | 18,682 | 19,804 | 20,947 | 21,427 | 21,912 |
| Taxes - IRAP |  | 3.9\% |  |  | 4,290 | 4,376 | 4,462 | 4,550 | 4,638 | 5,059 | 5,149 | 5,240 | 5,332 | 5,425 | 5,519 | 5,614 | 5,710 |
| Net result |  |  | 12,510- | 25,010 | 37,510 | 40,420 | 43,453 | 46,544 | 49,693 | 43,830 | 47,100 | 50,431 | 53,827 | 57,288 | 60,814 | 62,238 | 63,677 |
| VAT flows (investment VAT recovery) |  |  | 220,000 | 440,000 | 146,667 | 146,667 | 146,667 |  |  |  |  |  |  |  |  |  |  |
| Receivables from national revenue (investment VAT) |  | $\frac{22.0 \%}{2.0 \text { noo }}$ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Payables to national revenue (VAT) <br> Net VAT and receivables |  | $22.0 \%$ | 220,000 | 440,000 | 146,667 | 146,667 146,667 | 146,667 |  |  |  |  |  |  |  |  |  |  |
| FORECAST STATEMENT OF ASSETS AND |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LIABILITIES |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| years |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| assets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fixed assets |  |  | 1,000,000 | 2,000,000 | 1,900,000 | 1,800,000 | 1,700,000 | 1,600,000 | 1,530,000 | 1,428,500 | 1,327,000 | 1,225,500 | 1,124,000 | 1,022,500 | 921,000 | 819,500 | 818,000 |
| Receivables (VAT) |  |  | 220,000 | 440,000 | 293,333 | 146,667 | 0 |  |  |  |  |  |  |  |  |  |  |
| Net current assets (change) |  |  | -242,510 | -3,415,010 | -1,639,075 | $-1,260,498$ | -876,601 | -633,935 | -415,717 | -169,399 | 82,713 | 340,746 | 604,826 | 875,085 | 1,037,400 | 1,201,138 | 1,266,315 |
| TOTAL ASSETS |  |  | 977,490 | -975,010 | 554,259 | 686,169 | 823,399 | 966,065 | 1,114,283 | 1,259,101 | 1,409,713 | 1,566,246 | 1,728,826 | 1,897,585 | 1,958,400 | 2,020,638 | 2,084,315 |
| liabilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Issued capital |  |  | 1,440,000 | 0 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 | 1,440,000 |
| Public subsidies |  |  | 50,000 | 50,000 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reserves / profits |  |  | -12,510 | -25,010 | 25,000 | 65,420 | 108,873 | 155,417 | 205,110 | 248,940 | 296,039 | 346,471 | 400,298 | 457,585 | 518,400 | 580,638 | 644,315 |
| Short-term payables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Medium/long-term payables |  |  | -500,000 | -1,000,000 | -910,741 | -819,251 | -725,474 | -629,352 | -530,827 | -429,839 | -326,326 | -220,225 | -111,472 | 0 | 0 | 0 | 0 |
| total labilities |  |  | 977,490 | -975,010 | 554,259 | 686,169 | 823,399 | 966,065 | 1,114,283 | 1,259,101 | 1,409,713 | 1,566,246 | 1,728,826 | 1,897,585 | 1,958,400 | 2,020,638 | 2,084,315 |



The coherency of the information presented in Annex IX - Costs, Revenues and Investments' Details Sheet with the quantitative figures of the BP is recommended.




## SUBSCRIPTION

In the event of an already constituted temporary joint-venture/consortium, all documents required by ENVELOPE C must be subscribed by the group leader or, in the event of a temporary joint-venture/consortium yet to be constituted, by all of its component.

In the event of a permanent consortium/consortium between social cooperatives, all documents required by ENVELOPE C must be subscribed by the consortium itself.

## Place and Date:

Applicant/Group Leader Signature

Principal Signature

Principal Signature

