

Help Sheet: Borrowing

Arlingclose Online Spreadsheets

Purpose

The Borrowing spreadsheet is designed to hold records of the local authority's loans borrowed. It consists of one input worksheet and two output worksheets. Data in this workbook feeds through to the liability benchmark spreadsheet.

Input

Please enter all of the authority's borrowing as at the last balance sheet date and all loans agreed since. You should include forward-starting loans that have already been agreed. Planned loans should only be entered as part of a scenario.

Please do not delete matured loans from the list so that historical records are retained.

There are a series of input options outlined below:

Pool	Reference (optional)	Interest basis	Repayment style	Repayment frequency	Start date	End date	Original principal £	Interest rate	First LOBO date	LOBO frequency
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Under each heading please include the following using one row per loan:

- **Pool:** Leave blank for General Fund, enter "H" for HRA, "M" for mixed General Fund and HRA pool; or enter 1-5 for scenarios. The HRA share of the mixed pool should be entered in cell H1. See [here](#) for more information on scenarios.
- **Lender name:** Select the counterparty from the dropdown list. If using excel online, start typing the name of the counterparty and the options will appear in the dropdown menu. There are options for local charities, local subsidiaries, etc. Please contact us if you need additional counterparty names adding.
- **Reference:** This is an optional field. You can enter a trade reference or other identifying text as you wish.
- **Interest basis:** Enter the interest rate basis: fixed, variable or LOBO, selected from the dropdown menu.
- **Repayment style:** Enter the loan repayment profile: annuity, EIP or maturity, selected from the dropdown menu.
- **Repayment frequency:** Enter the frequency of principal repayments: quarterly, semi-annual or annual selected from the dropdown menu. Only applies to loans that are not maturity repayment.
- **Start date:** The date the loan started, in DD/MM/YYYY format. If you have trouble entering dates in excel online, please check your regional settings are set to UK under File > Options > Regional Settings.
- **End date:** The date the loan matures, in DD/MM/YYYY format.

- **Original principal:** The amount borrowed in £. For EIP and annuity loans, this should be the original amount of the loan, net of any partial premature repayment.
- **Interest rate:** The interest rate currently payable on the loan, entered in the format 1.23%.
- **First LOBO date:** For LOBO loans, enter the date of the first lender's option. Only available if LOBO has been selected as the interest basis.
- **LOBO frequency:** For LOBO loans, enter the time between lender's options in years, e.g. enter 0.5 if options are every six months. Only available if LOBO has been selected as the interest basis.

Loan accounts

For borrowing where the counterparty can lend and withdraw funds at will, please use at least two rows, one for the balance sheet date and one for the current date. The maturity date should be the earliest the counterparty can withdraw funds, e.g. the next working day.

Unusual loan structures

Where loans have repayments that do not conform to the regular annuity, EIP or maturity structures, you may need to enter these on more than one row. For example, if there are no repayments for the first two years, you could enter a two-year maturity loan on one row and then an EIP loan starting when the "maturity loan" part matures. You may wish to right-click and add comments to explain.

If the loan structure cannot be modelled in this way, you may need to enter multiple maturity loans, one for each repayment. Remember that you do not need to enter past repayments.

Output

The Table worksheet shows a table summarising the borrowing portfolio by interest basis and counterparty type. You can change the "as at" date in cell C1.

If it shows a counterparty error in row 14, make sure you have selected a lender name from the dropdown menu for all of the loans in the input sheet.

The Chart worksheet displays a maturity profile chart. The chart data can be found on the Table worksheet. To copy the chart for use in another application, such as your Treasury Management Strategy report, you will need to use a screenshot or snipping tool. Unfortunately, you cannot copy directly from a protected chart.

More Help

Further help sheets are available at <https://www.arlingclose.com/insights/help-sheets>.

If you have any further queries, please email the Arlingclose team at treasury@arlingclose.com.

Arlingclose Limited
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