

Nano Revolving Loan Fund Credit Memorandum

Loan Summary

Date:
FUNDS BEING REQUESTED FROM: SAN PABLO ECONOMIC DEVELOPMENT CORPORATION – NANO REVOLVING LOAN FUND
Borrower(s):
Billing Address:
Telephone:
Project Address:
Line of Business & Principal Product or Service:

Loan Request

Amortization	Amount	Rate	Term
RLF Loan Fund (%)	\$	5%	1-Year
Other sources of funds:			
Number of Total Sources:			

Approval Conditions

The number of full- and part-time jobs that the business agrees to create, retain, or train within months of loan disbursement.		
	Full-time	Part-time
Create		
Retain		
Train		

Nano Revolving Loan Fund Credit Memorandum Information

Borrower: _____

Principal: _____

Date: _____

Purpose: _____

Description of Business: _____

Business History: _____

Project Summary: _____

Summary of Actual Income and Expense

	2 Years' Previous Tax Returns	Previous Year's Tax Returns	Previous Year's P&L	Year to Date P&L
Revenues				
COGS				
Other Expenses				
Net Income				

Debt Service Coverage

The table below provides a summary of _____'s debt service capacity. Given the new debt from _____ and the San Pablo EDC Nano Revolving Loan Fund _____ is still able to service its debts at a minimum of ____ debt service coverage ratio using actual historical earnings.

Summary of Cash for Debt Service

	Previous Year	Year to Date
Net Income		
Add Back:		
Depreciation		
Rent		
Total		
Debt (annual):		
(other loan or outstanding debt) at ___% _____		
NRLF at ___% _____		
Total Debt Service		
Taxes		
Excess Cash Flow		
Debt Service Coverage		

Projected Income and Expense

The table below provides a summary of _____ 's 2-year income and expense projections as well as the businesses capacity to service debt. The Borrower's financial projections were prepared with the help of the Contra Costa Small Business Development Center.

Ratio Analysis was performed based on the Borrower's ____ year-to-date financial statements. The Borrower's Current Ratio is _____ while its Sales to Receivables Ratio is _____, both of which fall within the upper 25% quartile of businesses in the same industry and size.

Summary of Projected Income and Expense

	YEAR 1	YEAR 2
Revenue		
COGS		
Gross Profit		
Operating Expenses		
Other Expenses		
Net Profit Before Taxes		
Add:		
Depreciation		
Interest		
Total Cash for Debt Service		
Debt:		
(other loan or outstanding debt) at ___% _____		
NRLF at ___% _____		
Total Debt Service		
DSCR		

Other Statistics

The table below summarizes other key statistics that show the businesses’ health. This section is optional, but useful to the Credit Committee in the evaluation of applicants.

Summary of Other Key Statistics

	YEAR 1	YEAR 2
Annual Sales Growth		
Net Profit Margin after taxes		
Working Capital		
Average Collection Period (days)		
Inventory Turns		
Interest Coverage (EBITDA/Interest Expense)		
Annual Return on Invested Equity		
Cumulative Total Return on Invested Equity		

Additional Comments:

If the applicant would like the Credit Committee to know anything else that hasn’t already been mentioned in the application, please make comments below.

Attachments:

- Financial statements
- Financial projections