

Town of Orleans

Water Quality and Wastewater Planning

Financial Model Version 21 User Guide

March 21, 2016

Version 21 of the financial model is compliant with version 27 of the Cost Estimates. The model will not function properly without macros enabled in the Microsoft Excel application. Here is guide of the model, by tab:

Program Summary

This tab should be blank for the first run, except for the top section. There is a percentage for public-partnership that, if set, would lower capital costs for the downtown area only. The function of each button is discussed:

- **Browse** – Clicking the Browse button displays a pop-up box. This pop-up box is used to navigate the file system to locate the Cost Estimates file. Once it is located, highlight the file and click OK. It is important to highlight the file itself before clicking OK or the model will not function properly. After clicking OK, the cost estimates from the file are pulled in and found on the “Input File” tab. The “Program Summary” tab also displays the cost estimates by linking to the “Input File” tab. The “Program Summary” tab has an additional column for Financing Costs.
- **Create Output Cases** – Once the cost estimates have been brought into the model, clicking this button creates output cases for analysis. Currently, the output cases created reflect capital program costs spent in the first year of the program. The other costs – O&M, Replacement, and Monitoring – are annual costs. Each case that is created has its own “Program Summary” tab, as well as several borrowing schedules. Each of the tabs is created by the model when the “Create Output Cases” button is clicked. At the top of each column are details about each of the cases.
- **Create** (in the Borrowing Information box) – Clicking this button creates one borrowing schedule based on the inputs in the box. This functionality is currently disabled for manual use, although it is used when the output cases are created.
- **Add Revenue Line** – This functionality is currently disabled for manual use.
- **Create Graphs** – This functionality is currently disabled for manual use.

Output Cases DT Public

This tab displays once the “Create Output Cases” tab is clicked on the “Program Summary” tab. There is a “Create Graphs” button on this tab that, if clicked, creates pie charts to show some costs and revenue breakdowns by output case.