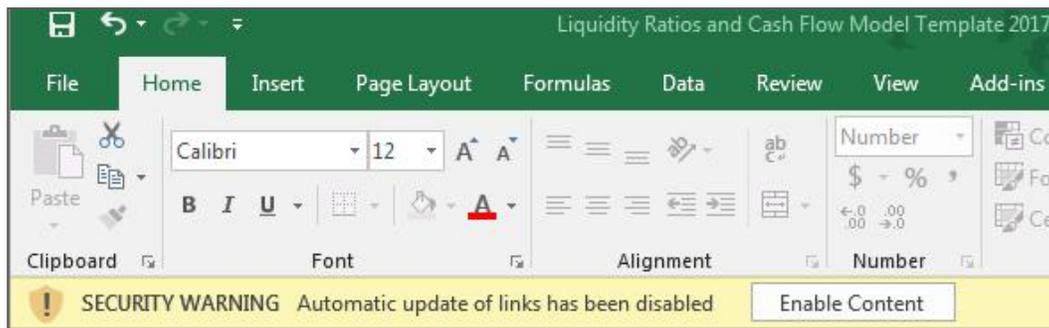


## 2012 Liquidity Ratios and Cash Flow Model Template Overview

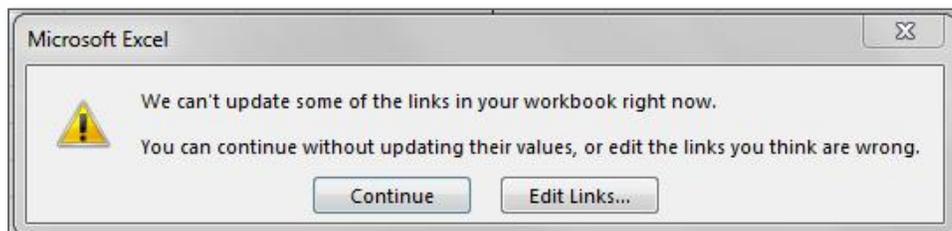
### Getting Started

The Compass Add-in for Excel should already be installed on your computer (please refer to Appendix B in the Financial Compass Manual for installation instructions).

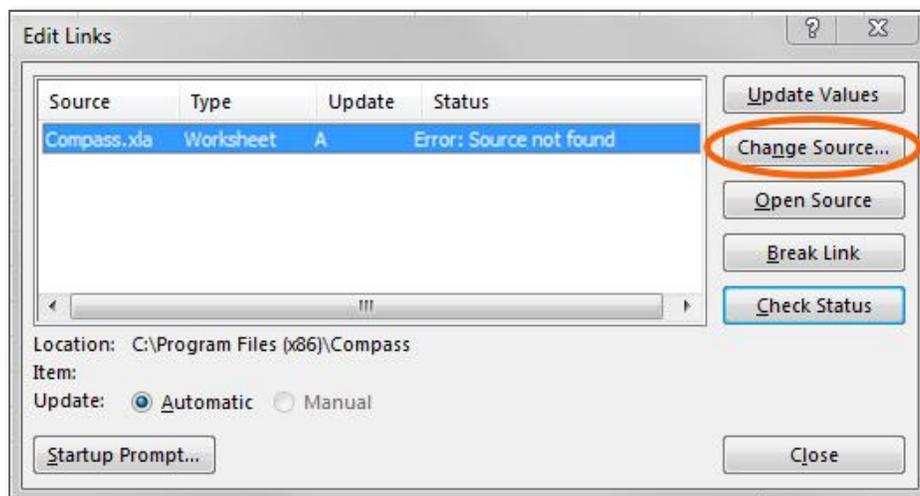
The first time the new template is opened, the following Security Warning will appear:



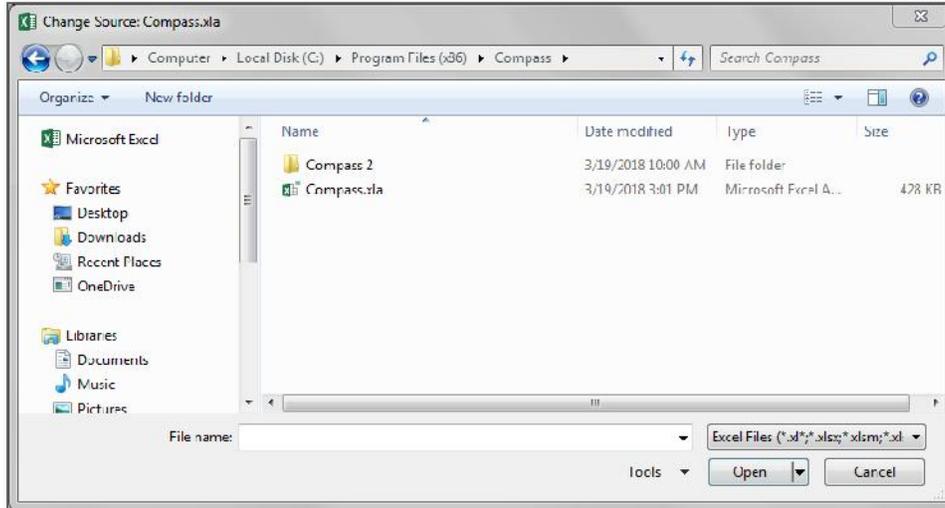
Select Enable Content and click OK. The following pop-up will appear:



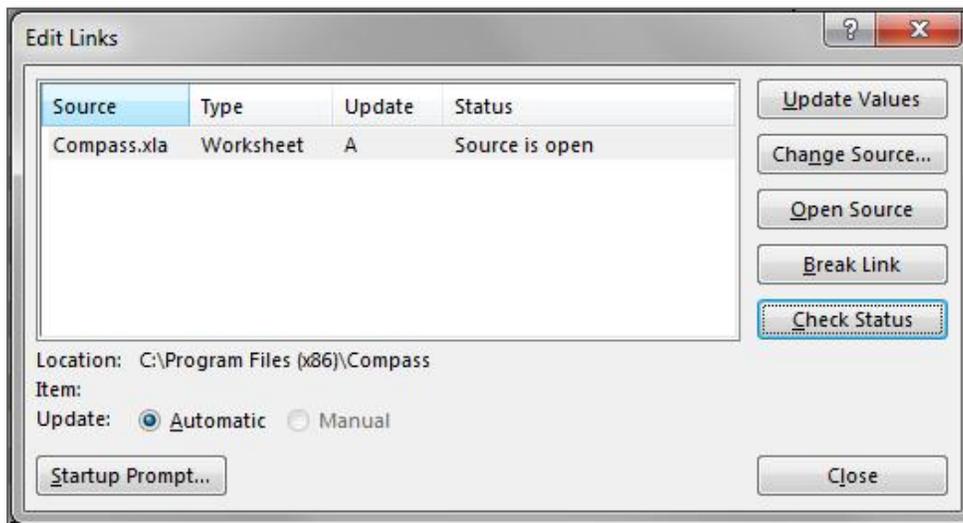
Click Edit Links:



Click Change Source and you will get the following Browser:



Browse to the location of your Compass.xla (C: Program Files / Compass or C: Program Files (x86) / Compass for Windows 7 users or designated location on your network drive). Click on the Compass.xla, then click OK:



The Status in the Edit Links pop-up should then reflect Source is Open (you may need to select Uppdate Values). Click Close and the workbook will be ready for you to link to a plan.

## Overview of the Liquidity Ratios and Cash Flow Model Template

The Ratio Components section contains values utilized to calculate the Liquidity Ratios reflected in the center section of the Liquidity Ratios tab. The balances reflected there are pulled from the Ratio Component Calculations tab. The Ratio Components as well as the Liquidity Ratios are based upon UBPR definitions and calculations (including changes reflected in the FFIEC Memorandum “March 2011 UBPR Changes”) as defined below. **Please note that these ratios may not match the ratios you see in the UBPR. While the ratio components will be the same, Financial Compass will utilize the contractual cash flows and payment data that can be adjusted for prepayments or optionality. The underlying UBPR data may not include this level of detail.**

## Ratio Components

### **Short Term Investments = RCON/ 0071 + B987 + B989 + A248**

- 0071 Interest-bearing balances
- B987 Federal funds sold
- B989 Securities purchased under agreements to resell
- A248 Debt securities with a remaining maturity of one year or less

### **Short Term Assets = RCON/ 0071 + B987 + B989 + A248 + A247**

- 0071 Interest-bearing balances
- B987 Federal funds sold
- B989 Securities purchased under agreements to resell
- A248 Debt securities with a remaining maturity of one year or less
- A247 Loans & leases with a remaining maturity of one year or less (excluding those in nonaccrual status)

### **Short Term Non-Core Funding = RCON/ HK06 + K222 + HK05 + B993 + B995 + 2651 + B571 + 2236**

- HK06 Brokered deposits of \$250,000 or less with a remaining maturity of one year or less
- K222 Time Deposits of more than \$250,000 with a remaining maturity of one year or less
- HK05 Brokered deposits of \$250,000 or less (fully insured brokered deposits)
- B993 Federal funds purchased
- B995 Securities sold under agreements to repurchase
- 2651 FHLB advances with a remaining maturity of one year or less
- B571 Other borrowings with a remaining maturity of one year or less
- 2236 Deposits of banks in foreign countries

### **Net Loans & Leases = RCON/ B529 + 5369**

- B529 Loans and leases held for investment, net of allowance
- 5369 Loans and leases held for sale

### **Non-Core Liabilities \$250K = RCON/ J474 + 3190 + 2236 + B993 + B995 + HK06**

- J474 Total time deposits of more than \$250,000
- 3190 Other borrowed money
- 2236 Deposits of banks in foreign countries
- B993 Federal funds purchased
- B995 Securities sold under agreements to repurchase
- HK06 Brokered deposits of \$250,000 or less with a remaining maturity of one year or less

### **Short Term Liabilities = RCON/ HK11 + K222 + B993 + B995 + 2651 + B571 + 2236**

- HK11 Time deposits of \$250,000 or less with a remaining maturity of one year or less
- K222 Time deposits of more than \$250,000 with a remaining maturity of one year or less
- B993 Federal funds purchased
- B995 Securities sold under agreements to repurchase
- 2651 FHLB advances with a remaining maturity of one year or less
- B571 Other Borrowing with a remaining maturity of one year or less
- 2236 Deposits of banks in foreign countries

### **Short Term Borrowings = RCON/ 2651 + B571**

- 2651 FHLB advances with a remaining maturity of one year or less
- B571 Other borrowings with a remaining maturity of one year or less

### **Long Term Borrowings\* = RCON/ 3190 – (2651 + B571)**

- 3190 Total other borrowings
- 2651 FHLB Advances with a remaining maturity of one year or less

B571 Other borrowings with a remaining maturity of one year or less

**\*Note:** This component is not based upon the UBPR definition for Long Term Borrowings. The balance is provided for reference only and is not included as a Liquidity Ratio component.

**Long Term Assets = RCON/ (B529 + 5369 + 1754 + 1773 + 2150) – A248**

B529 Loans and leases held for investment, net of allowance  
5369 Loans and leases held for sale  
1754 Held-to-maturity securities  
1773 Available-for-sale securities  
2150 Other real estate owned  
A248 Debt securities with a remaining maturity of one year or less

**Core Deposits = RCON/ (2215 + 6810 + 0352 + 6648 + J473)-HK05**

2215 Total transaction accounts (including total demand deposits)  
6810 Money market deposit accounts (MMDAs)  
0352 Other savings deposits (excludes MMDAs)  
6648 Total time deposits of less than \$100,000  
J473 Total time deposits of \$100,000 through \$250,000  
HK05 Brokered deposits of \$250,000 or less (fully insured brokered deposits)

**Total Deposits = RCON/ 2200**

**Pledged Securities = RCON/ G387**

**Standby Letters of Credit = RCON/ 3821**

**Total Liabilities = RCON/ 2948**

**Total Assets = RCON/ 2170**

### Liquidity Ratios

**ST Non-Core Funding Dependence = A / B**

**A = Short Term Non-Core Funding = RCON/ K222 + HK11+ HK05 + B993 + B995 + 2651 + B571 + 2236**

K222 Time deposits of more than \$250,000 with a remaining maturity of one year or less  
HK11 Time deposits of \$250,000 or less with a remaining maturity of one year or less  
HK05 Brokered deposits of \$250,000 or less (fully insured brokered deposits)  
B993 Federal funds purchased  
B995 Securities sold under agreements to repurchase  
2651 Advances with a remaining maturity of one year or less  
B571 Other borrowings with a remaining maturity of one year or less  
2236 Deposits of banks in foreign countries

**B = Total Assets = RCON/ 2170** Total assets

**Net Non-Core Funding Dependence = (B – A) / C \* 100**

**A = Short Term Investments = RCON/ 0071 + B897 + B989 + A248**

0071 Interest-bearing balances  
B987 Federal funds sold  
B989 Securities purchased under agreements to resell  
A248 Debt securities with a remaining maturity of one year or less

**B = Non-Core Liabilities \$250K = RCON/ J474 + 3190 + 2236 + B993 + B995 + HK05**

J474 Total time deposits of more than \$250,000  
3190 Other borrowed money  
2236 Deposits of banks in foreign countries  
B993 Federal funds purchased  
B995 Securities sold under agreements to repurchase  
HK05 Brokered deposits of \$250,000 or less (fully insured brokered deposits)

**C = Long Term Assets = RCON/ B529 + 5369 + 1754 + 1773 + A248 + 2150**

B529 Loans and leases held for investment, net of allowance  
5369 Loans and leases held for sale  
1754 Held-to-maturity securities  
1773 Available-for-sale securities  
A248 Debt securities with a remaining maturity of one year or less  
2150 Other real estate owned

**ST Investments to ST Non-Core Funding = A / B**

**A = Short Term Investments = RCON/ 0071 + B987 + B989 + A248**

0071 Interest-bearing balances  
B987 Federal funds sold  
B989 Securities purchased under agreements to resell  
A248 Debt securities with a remaining maturity of one year or less

**B = Short Term Non-Core Funding = RCON/ K222 + HK05 + B993 + B995 + 2651 + B571 + 2236**

K222 Time deposits of more than \$250,000 with a remaining maturity of one year or less  
HK05 Brokered deposits of \$250,000 or less (fully insured brokered deposits)  
B993 Federal funds purchased  
B995 Securities sold under agreements to repurchase  
2651 Advances with a remaining maturity of one year or less  
B571 Other borrowings with a remaining maturity of one year or less  
2236 Deposits of banks in foreign countries

**ST Assets to ST Liabilities = A / B**

**A = Short Term Assets = RCON/ 0071 + B987 + B989 + A248 + A247**

0071 Interest-bearing balances  
B987 Federal funds sold  
B989 Securities purchased under agreements to resell  
A248 Debt securities with a remaining maturity of one year or less  
A247 Loans & leases with a remaining maturity of one year or less (excluding those in nonaccrual status)

**B = Short Term Liabilities = RCON/ HK11 + K222 + B993 + B995 + 2651 + B571 + 2236**

HK11 Time deposits of \$250,000 or less with a remaining maturity of one year or less  
K222 Time deposits of more than \$250,000 with a remaining maturity of one year or less  
B993 Federal funds purchased  
B995 Securities sold under agreements to repurchase  
2651 Advances with a remaining maturity of one year or less  
B571 Other borrowings with a remaining maturity of one year or less  
2236 Deposits of banks in foreign countries

**Net ST Liabilities to Total Assets = (A – B) / C**

**A = Short Term Liabilities = RCON/ HK11 + K222 + B993 + B995 + 2651 + B571 + 2236**

HK11 Time deposits of \$250,000 or less with a remaining maturity of one year or less  
K222 Time deposits of more than \$250,000 with a remaining maturity of one year or less  
B993 Federal funds purchased  
B995 Securities sold under agreements to repurchase  
2651 Advances with a remaining maturity of one year or less  
B571 Other borrowings with a remaining maturity of one year or less  
2236 Deposits of banks in foreign countries

**B = Short Term Assets = RCON/ 0071 + B897 + B989 + A248 + A247**

- 0071 Interest-bearing balances
- B987 Federal funds sold
- B989 Securities purchased under agreements to resell
- A248 Debt securities with a remaining maturity of one year or less
- A247 Loans & leases with a remaining maturity of one year or less (excluding those in nonaccrual status)

**C = Total Assets = RCON/ 2170** Total assets

**Core Deposits to Total Assets = A / B**

**A = Core Deposits = RCON/ (2215 + 6810 + 0352 + 6648 + J473)-HK05**

- 2215 Total transaction accounts (including total demand deposits)
- 6810 Money market deposit accounts (MMDAs)
- 0352 Other savings deposits (excludes MMDAs)
- 6648 Total Time Deposits of less than \$100,000
- HK05 Brokered deposits of \$250,000 or less (fully insured brokered deposits)

**B = Total Assets = RCON/ 2170** Total assets

**Pledged Securities to Total Securities = A / B**

**A = Pledged Securities = RCON/ G387** Pledged securities

**B = Total Securities\* = RCON/ 1753 + 1773**

- 1754 Held-to-maturity securities
- 1773 Available-for-sale securities

**\*Note:** Total Securities balance is listed in the Securities section below the Liquidity Ratios

**Net Loans & Leases to Total Deposits = A / B**

**A = Net Loans & Leases = RCON/ B529 + 5369**

- B529 Loans and leases held for investment, net of allowance
- 5369 Loans and leases held for sale

**B = Total Deposits = RCON/ 2200** Deposits in domestic offices

**Net Loans & Leases to Core Deposits = A / B**

**A = Net Loans & Leases = RCON/ B529 + 5369**

- B529 Loans and leases held for investment, net of allowance
- 5369 Loans and leases held for sale

**B = Core Deposits = RCON/ (2215 + 6810 + 0352 + 6648 + J473) - HK05**

- 2215 Total transaction accounts (including total demand deposits)
- 6810 Savings deposits: Money market deposit accounts (MMDAs)
- 0352 Savings deposits: Other savings deposits (excludes MMDAs)
- 6648 Total time deposits of less than \$100,000
- J473 Total time deposits of \$100,000 through \$250,000
- HK05 Brokered deposits of \$250,000 or less (fully insured brokered deposits)

**Net Loans & Leases & Standby LOC to Total Assets = A / B**

**A = Net Loans & Leases = RCON/ B529 + 5369 + 3821**

- B529 Loans and leases held for investment, net of allowance
- 5369 Loans and leases, held for sale
- 3821 Performance standby letters of credit

**B = Total Deposits = RCON/ 2200** Deposits in domestic offices

## **Funds Flow Analysis**

### **Historical Funds Flow Analysis**

The Historical Funds Flow Analysis section at the top of the tab reflects Historical Sources and Uses for the previous month end and the preceding seven “quarters” (based upon three-month intervals from the previous month end rather than true quarter end balances). The Historical Funds Flow Analysis provides an historical view of how the balances within each category have changed over time and may provide insight into variances in Liquidity Ratios when comparing results month to month or quarter to quarter.

### **Sources & Uses Quarters 7 to 8 (Dates Reflected in Section Header)**

The “Change from previous period” at the bottom of the Historical Funds Flow Analysis reflects the change in the balance from Q7 (3 months last to previous month end) to Q8 (previous month end). These balances are reflected in the Sources and Uses table below. Sources of Funds include increases in Cash and Due Balances, Free Securities, Fed Funds Sold, Deposits or Borrowed Funds. Uses of Funds include increases in Loan balances or decreases in Fed Funds Purchased, Deposits or Borrowed Funds balances. The comparison of the sum of all Sources and Uses of Funds at the bottom of the section may indicate whether Sources of Funds for the outweighed Uses of Funds for the period or vice versa.

### **Loans vs. Wholesale Funds**

This chart provides an historical comparison of Loan Balances to Wholesale Funds Balances for the previous month end and the preceding seven “quarters” (based upon three-month intervals from the previous month end rather than true quarter end balances).

### **Wholesale Funds**

This chart provides a comparison of Wholesale Funds Concentrations (Fed Funds Purchased vs. Borrowed Funds vs. Non-Core CDs) for the previous month end and the preceding seven “quarters” (based upon three-month intervals from the previous month end rather than true quarter end balances).

### **Wholesale Funding Dependence of Earning Assets**

This chart reflects Wholesale Funding Dependence as a % of Earning Assets for the previous month end and the preceding seven “quarters” (based upon three-month intervals from the previous month end rather than true quarter end balances).

### **Concentration Graphs**

The Funding Concentrations Graphs reflect the break out of the previous month end Securities, Loan and Deposit Mix by subcategory. The Net Fed Funds chart reflects the forecasted Fed Funds position over the next 13 months.

## **Projected Sources & Uses**

### **Projected Sources**

Projected Sources of Funds over the next 12 months from your Compass plan may include Loan or Security cash flows as well as New Deposits or Borrowed Funds. Total Maturities from your Compass plan reflect the downloaded maturity data from investment and loan maturity extract files in addition to prepayments and calls based upon your current assumptions. New balances from your Compass plan may reflect positive balances which could include the replacement of the balances maturing along with any additional forecasted growth or may reflect negative balances indicating a decline in the category balance.

### **Projected Uses**

Projected Uses of Funds over the following 12 months from your Compass plan may include New Loan or Security Balances as well as Deposit or Borrowed Funds Maturities. Total Maturities from your Compass plan reflect the downloaded maturity data from your deposit and borrowed funds extract file(s) in addition to prepayments and calls based upon your current assumptions. New balances from your Compass plan may reflect positive balances which could include the replacement of the balances maturing along with any additional forecasted growth or may reflect negative balances indicating a decline in the category balance.

### **Projected Net Cash Flows**

The Projected Net Cash Flow section reflects the quarterly Net Cash Flows resulting from the net changes in Sources and Uses of Funds above.

### **Cash Flow Model (formerly Contingency Funding) – Base Case**

#### **Compass Plan Forecast / Funds from Operations:**

The balances in this section are based upon your Compass plan forecast, flow directly from the Projected Sources and Uses tab, and reflect the net monthly cash flow in each category (Loans, Securities, Time Deposits, Borrowed Funds and Non-Maturing Deposits = DDA/NOW/MMDA/SAV). The section highlighted in blue allows the user to input additional cash flows that may not be currently captured within the Compass plan forecast but would directly impact Net Funding from Operations. Banks currently in a Fed Funds Purchased position may wish to reflect the anticipated pay off of these balances. Balances should be input in the month in which the event is expected occur. Sources of funds are entered as positive balances (in thousands); uses of funds as negative balances (in thousands). (We have included some examples for reference only.) The balances are then summed to reflect the monthly Net Funding from Operations.

#### **Stress Events / Other Funding Requirements (Uses):**

The blue highlighted section allows the user to enter Stress Events. As banks are required to test multiple stress scenarios (such as Moderate, Severe and Catastrophic or Bank Specific, Market Specific and Global), it is recommended that you make three additional copies of the Cash Flow Model tab to reflect the various stress events under each scenario and retain the original Base Case tab to reflect only the cash flows and Liquidity Ratios based upon your current Compass plan. Balances should be input in the month in which the event is expected to occur. Uses of funds should be entered as negative balances (in thousands). The balances as entered are summed to reflect the monthly Total Other Funding Requirement.

#### **Funding Surplus or (Requirement)**

The Funding Surplus or (Requirement) reflects the monthly sum of the Net Funding from Operations and Total Other Funding Requirements (Uses) (i.e., Stress Events).

#### **Primary Funding Source Analysis / Sources of Funds to Meet Operational Requirement:**

The Beginning Balance for Cash and Due From and Fed funds Sold in Column D reflect the last month end balances from your Compass plan.

<b>Sources of Funds to Meet Operational Requirement:</b>	<b>Mar-18</b>	<b>Apr-18</b>
Beginning Cash and Due From	17,973	
Beginning Fed Funds Sold	22,453	
<b>Net Cash and Fed Funds Available</b>	<b>40,426</b>	
End of Month Securities Forecast	103,753	105,753
End of Month Pledged Securities Forecast	6,413	5,413
<b>Change in Securities Available for Pledging</b>	<b>97,340</b>	<b>3,000</b>

The End of Month Securities Forecast and End of Month Pledged Securities Forecast in Column D also reflect the last month end balances from your Compass plan. The difference between the EOM Securities and the EOM Pledged Securities is the Beginning Securities Available for Pledging. As both the EOM Securities and the EOM Pledged Securities forecasted balances change over the next 12 months in your Compass plan, the Change in the Securities Available for Pledging from one month to the next is reflected. The Change in Securities Available for Pledging is calculated using the following formula: (Last EOM Securities less This EOM Securities plus Last EOM Pledged Securities less This EOM Pledged Securities).

The Sum of the Net Cash and Fed Funds Available and the Securities Available for Pledging then becomes the Ending Primary Funding as of last month end (Column D). The Primary Funding is measured as a percentage of Total Assets. If your Liquidity Policy contains a limit for the Primary Funding as a percentage of Total Assets, your Policy Limit can then be entered and compared to the resulting percentage calculations for the last month end and all forecasted months.

<b>Beginning Primary Funding</b>	
<b>Ending Primary Funding</b>	<b>137,767</b>
<b>Ending Primary Funding % of Assets</b>	<b>17.33%</b>
<b>Policy Minimum</b>	<b>15%</b>

The Ending Primary Funding from the last month end (Column D) becomes the Beginning Primary Funding for the first forecasted month in your Compass plan. Any Funding Surplus or (Requirement) in the above section along with any Change in Securities for Pledging are then netted against the Beginning Primary Funding. If you have a Funding Requirement and/or a decrease in Securities Available for Pledging, you may see a decrease in your Ending Primary Funding. The resulting ratio for Primary Funding % of Assets may fall below your Policy Minimum and will be highlighted in pink with red font.

<b>Beginning Primary Funding</b>		<b>137,766</b>	<b>34,186</b>	<b>28,091</b>	<b>0</b>
<b>Ending Primary Funding</b>	<b>137,766</b>	<b>34,186</b>	<b>28,901</b>	<b>0</b>	<b>4,312</b>
<b>Ending Primary Funding % of Assets</b>	<b>17.33%</b>	<b>4.04%</b>	<b>3.41%</b>	<b>0.00%</b>	<b>0.53%</b>
<b>Policy Minimum</b>	<b>15%</b>				

Ending Primary Funding will continue to become the Beginning Primary Funding for the following month. That Beginning Primary Funding may increase or decrease depending upon change in Funding Surplus or (Requirement) and Change in Securities Available for Pledging.

**Secondary Source Analysis / Other Sources of Funds:**

The blue highlighted section allows the user to enter various sources of secondary funds (such as FHLB Borrowings or Fed Funds Purchased) and their remaining limits. NOTE: The remaining limit would be the amount still available for borrowing over and above any borrowings forecasted in your current Compass plan and that does not require additional pledging of securities or liquid assets. If, for example, your total FHLB Borrowing Limit is \$25,000 (in thousands) and you currently have \$15,000 in FHLB Borrowings in your current plan, then you would enter \$10,000 here for your remaining limit). Secondary Sources of Funds will only be consumed if there are no longer any Primary Sources of Funds available. That is, if the Funding Requirement from the sections above is so great that the Primary Funding becomes 0, then Secondary Funds will be used to cover the additional Funding Requirement.

<b>Sources of Funds to Meet Operational Requirement:</b>		<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>Jul-18</b>
<b>Primary Funding Source Analysis</b>	Beginning Cash and Due From	17,973				
	Beginning Fed Funds Sold	22,453				
	<b>Net Cash and Fed Funds Available</b>	<b>40,426</b>				
	End of Month Securities Forecast	103,753	105,753	105,942	105,857	105,757
	End of Month Pledged Securities Forecast	6,413	5,413	0	0	0
	<b>Change in Securities Available for Pledging</b>	<b>97,340</b>	<b>3,000</b>	<b>5,602</b>	<b>(85)</b>	<b>(100)</b>
	Beginning Primary Funding		137,766	34,186	28,901	0
	Ending Primary Funding	137,766	34,186	28,901	0	4,312
	<b>Ending Primary Funding % of Assets</b>	<b>17.33%</b>	<b>4.04%</b>	<b>3.41%</b>	<b>0.00%</b>	<b>0.53%</b>
	<b>Policy Minimum</b>	<b>15%</b>				
<b>Secondary Source Analysis</b>	<b>Other Funding Sources:</b>					
	FHLB Borrowing Limit Remaining	12,500				
	Fed Funds Purchase Limit Remaining	10,000				
	Less: Cumulative Change in Borrowed Funds		3,381	0	0	0
	<b>Remaining Secondary Funding Available</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>8,674</b>	<b>22,500</b>
	<b>Ending Total Liquidity</b>	<b>160,266</b>	<b>56,686</b>	<b>51,401</b>	<b>8,674</b>	<b>26,812</b>
	<b>Ending Total Liquidity % of Assets</b>	<b>18.96%</b>	<b>6.71%</b>	<b>6.06%</b>	<b>1.06%</b>	<b>3.29%</b>
<b>Policy Minimum</b>	<b>20%</b>					

In the event that the forecasted plan in future month(s) results in a surplus, then the Secondary Sources of Funds will be repaid first before the Primary Funding balances begin to accumulate. Incorporated as part of Borrowed Funds is Fed Funds Purchased in the Projected Sources and Uses tab of the workbook, as well as in a dynamic increase/decrease in available Secondary Funding Sources as that change in funding shifts over the projected months.

Ending Total Liquidity is measured as a percentage of Total Assets. If your Liquidity Policy contains a limit for Total Liquidity as a percentage of Total Assets, your Policy Limit can then be entered and compared to the resulting percentage calculations for the last month end and all forecasted months. At any point that the ratio for Total Liquidity % of Assets falls below your Policy Minimum, the result will be highlighted in pink with red font.

## Ratio Component Calculations

The balances reflected in the Ratio Component section of the Liquidity Ratios tab are linked to the summary balances in row 3 of the Ratio Component Calculations.

	B	C	D	E
1	LIQUIDITY RATIOS			
2				
3	Ratio Components			
4			Mar-18	%
5	Short Term Investments		22,453	

The detailed components of each balance are reflected here.

## Customizing Your Liquidity Ratios and Cash Flow Model Template

### Liquidity Ratios Tab

#### <<<Enter Pledged Securities Account Code Here

Confirm if the Pledged Securities account code as reflected in cell K16 is the account code for Pledged Securities in your plan. To do so:

1. Place cursor in cell K16
2. Go to the Add-ins tab, then the Compass drop-down menu, and select Category/Account List
3. Double click on Memo Items folder to expand the folder
4. Double click on Other Memo Items folder (or click on the + sign to the left of the folder name) to expand the folder
5. Click on Pledged Securities account and Assign Down or Across

#### <<<Enter Net Non-Core Funding Dependence Policy Limit Here

The Net Non-Core Funding Dependence Ratio result in cell F24 is linked with Conditional Formatting to the Policy Limit as entered in cell K24 – if the Ratio result exceeds the policy limit, the ratio result in cell F24 will change to pink highlight with red font. Policy Limits related to the other Liquidity Ratios can be entered and linked to the Ratio results in a similar manner using the Conditional Formatting feature.

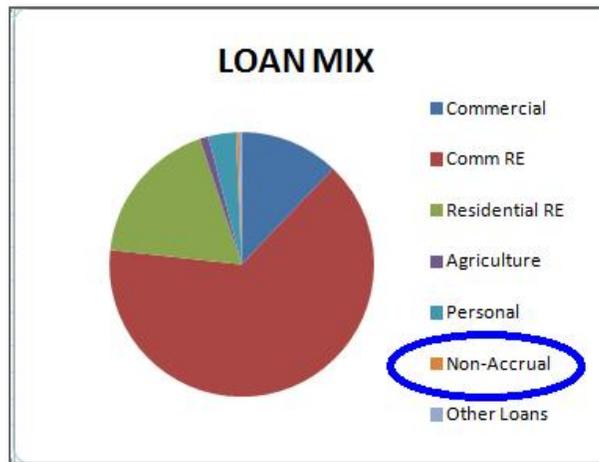
### Concentration Graphs Tab

#### <<<Enter Non-Accrual Loan Category or Account Code(s) Here

Depending upon your Compass Chart of Accounts, you may have:

##### A. All Non-Accrual accounts in a single folder:

1. Although Non-Accruals should be reflected in the Loan Mix graph, the Non-Accrual balance must be captured in column P in order for the Short-Term Assets formula on the Ratio Component Calculations tab to deduct the Total Non-Accrual balance reflected here.



- Place cursor in cell O24
- Go to the Add-ins tab, then the Compass drop-down menu and select Category/Account List
- Double click on Balance Sheet folder to expand the folder
- Double click on Assets folder (or click on the + sign to the left of the folder name) to expand the folder
- Double click on Loans folder (or click on the + sign to the left of the folder name) to expand the folder
- Click on Non-Accrual Loans folder and Assign Across
- To enter the Non-Accrual folder name, click in cell Q24, uncheck the Substitute Descriptors box, click on the Non-Accrual Loans folder again and Assign Across or Down
- Leave the unused example accounts – in the event that your Non-accrual accounts are moved from a single category to the related loan subcategories at a later date, you will need to amend the list to capture each individual Non-Accrual account code and name

<i>&lt;&lt;Enter Non-Accrual Loan Category or Account Code(s) Below</i>	
c-aade	2,132 Nonaccrual Loans
a-0028x	0
a-0028x	0
a-0029x	0
2,132 TOTAL NON-ACCRUAL	

**B. Single Non-accrual account (located in a folder other than Non-Accrual)**

- Place cursor in cell O24
- Go to the Add-ins tab, then the Compass drop-down menu and select Category/Account List
- Double click on Balance Sheet folder to expand the folder
- Double click on Assets folder (or click on the + sign to the left of the folder name) to expand the folder
- Double click on Loans folder (or click on the + sign to the left of the folder name) to expand the folder
- Click on Non-Accrual Loans account and Assign Across

- To enter the Non-Accrual account name, click in cell Q24, uncheck the Substitute Descriptors box, click on the Non-Accrual Loans account again and Assign Across or Down
- Leave the unused example accounts – in the event that you decide to break out the Non-accrual account by category at a later date, you will need to amend the list to capture each individual Non-Accrual account code and name

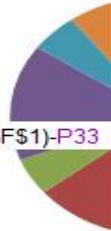
<<<Enter Non-Accrual Loan Category or Account Code(s) Here			
a-00121	3,376	Non Accrual Loans	
a-0028x	0		
a-0028x	0		
a-0029x	0		
	3,376	TOTAL NON-ACCRUAL	

- Move the Loan Mix graph off to the side, enter the Nonaccrual account name in column B, and add the Non-accrual account balance to the table by linking the balance cell in Column C to the Total Non-accrual balance in P33:

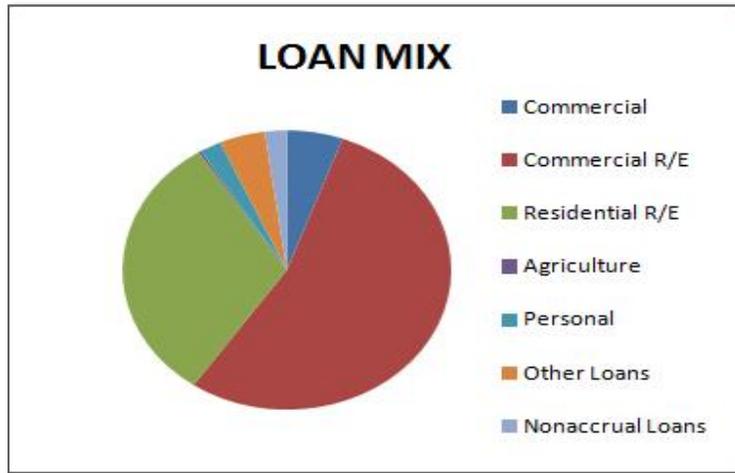
LOANS	August-12		% of Total
Commercial	8,595	c-aada	5.65%
Commercial R/	84,164	c-aadba	55.30%
Residential R/E	48,791	c-aadbb	32.06%
Agriculture	434	c-aadc	0.28%
Personal	3,247	c-aadd	2.13%
Other Loans	6,962	c-aade	4.57%
Non Accrual Loans	=P33	c-aadf	0.00%
Loans	152,193	c-aad	100.00%

- Adjust the formulas in column C to subtract the Total Non-accrual account balance in P33 from the corresponding active loan category (otherwise the Sum of Loan Categories will be greater than 100% of Total Loans).

LOANS	August-12		% of Total
Commercial	8,595	c-aada	5.65%
Commercial R/	84,164	c-aadba	55.30%
Residential R/E	48,791	c-aadbb	32.06%
Agriculture	434	c-aadc	0.28%
Personal	3,247	c-aadd	2.13%
Other Loans	=cmpDataValue("d-1002", \$C\$6, \$D31, "Compass Plans!\$F\$1)-P33		
Non Accrual Loans	3,376	c-aadf	2.22%
Loans	152,193	c-aad	100.00%
Sum of Loan Categories	155,569		102.22%



- Return the Loan Mix Graph to its original location hiding the table. Non-Accrual Loans will now appear as a section of the graph.



**C. Multiple accounts within each loan category**

1. Place cursor in cell O24
2. Go to the Add-ins tab, then the Compass drop-down menu and select Category/Account List
3. Double click on Balance Sheet folder to expand the folder
4. Double click on Assets folder (or click on the + sign to the left of the folder name) to expand the folder
5. Double click on Loans folder (or click on the + sign to the left of the folder name) to expand the folder
6. Double click on first subcategory (or click on the + sign to the left of the folder name) to expand the folder
7. Click on first Non-accrual account within the first subcategory and Assign Down
8. Continue to expand each subcategory and select each related Non-Accrual account until you have a complete list of all non-accrual account codes
9. To enter the Non-Accrual account names place cursor in cell Q24, uncheck the Substitute Descriptors box and click on the first Non-accrual account in the first subcategory folder and Assign Down
10. Continue to select each Non-accrual account in the list until each account code reflects the related account name
11. Leave the unused example accounts – in the event that additional Non-accrual accounts are added to your Compass plan at a later date, you will need to add those new Non-accrual account codes and names to the Total Non-accrual listing.

<i>&lt;&lt;&lt;Enter Non-Accrual Loan Category or Account Code(s) Here</i>		
a-00422	6,276	Commercial Loans Nonaccrual
a-00423	33,627	Commercial RE Nonaccrual
a-00426	5,055	Real Estate Loans Nonaccrual
a-00428	375	Home Equity Loans Nonaccrual
a-00429	89	Installment Loans Nonaccrual
a-00292	0	
a-00293	0	
a-00294	0	
a-00295	0	
	45,423	TOTAL NONACCRUAL

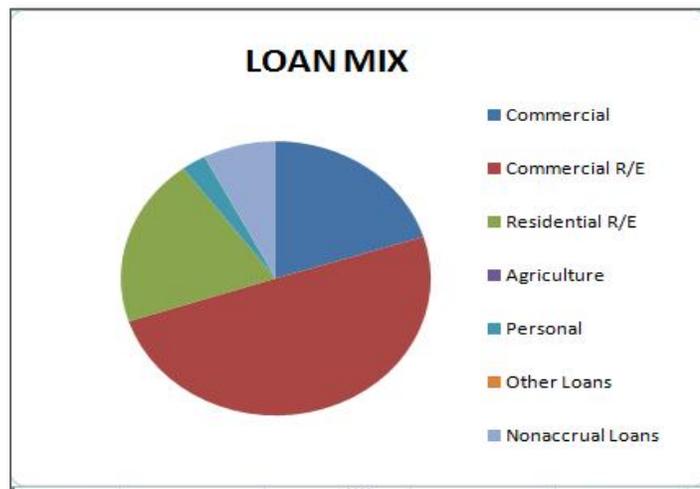
12. Move the Loan Mix graph off to the side, enter Nonaccrual Loans in column B, and add the Non-accrual account balance to the table by linking the balance cell in Column C to the Total Non-accrual balance in P33:

LOANS	November-11		% of Total
Commercial	120,313	c-aada	20.10%
Commercial R/E	298,270	c-aadba	49.83%
Residential R/E	119,018	c-aadbb	19.88%
Agriculture	0	c-aadc	0.00%
Personal	15,435	c-aadd	2.58%
Other Loans	149	c-aade	0.02%
Nonaccrual Loans	=P33		7.59%
Loans	598,608	c-aad	100.00%

13. Adjust the formulas in column C to subtract the Non-accrual account balance(s) in column O from the corresponding active loan category (otherwise the Sum of Loan Categories will be greater than 100% of Total Loans).

LOANS	November-11		% of Total
Commercial	126,589	c-aada	21.15%
Commercial R/E	331,898	c-aadba	55.44%
Residential R/E	=cmpDataValue("d-1002", \$C\$6, \$D28, 'Compass Plans'!\$F\$1)-P26-P27		
Agriculture	0	c-aadc	0.00%
Personal	15,524	c-aadd	2.59%
Other Loans	149	c-aade	0.02%
Nonaccrual Loans	45,423		7.59%
Loans	598,608	c-aad	100.00%
Sum of Loan Categories	638,600		106.68%

14. Return the Loan Mix Graph to its original location hiding the table. Non-Accrual Loans will now appear as a section of the graph.



## **Ratio Components Tab**

Add Interest Bearing Bank Balances to Short Term Investments and Short-Term Assets Balances from any Interest-Bearing balances carried in the Cash & Due folder (such as I/B Due From Banks) are considered Short Term Investments / Assets. To capture these balances from your plan:

1. Place cursor in A6
2. Go to the Add-ins tab, then the Compass drop-down menu and select Category/Account List
3. Double click on Balance Sheet folder to expand the folder
4. Double click on Assets folder (or click on the + sign to the left of the folder name) to expand the folder
5. Double click on Cash & Due folder (or click on the + sign to the left of the folder name) to expand the folder
6. Click on I/B Due From Banks account and Assign Across to capture the account code
7. Cursor will now be in cell B6 – uncheck Substitute Descriptors and Assign Down to capture account description
8. Repeat steps 6 & 7 above for any other interest-bearing accounts within this folder to capture the related account codes and descriptions
9. Copy formula from cell B5 and paste in B7
10. Edit the formula in cell B7 (F2 will open the cell for editing or click in the formula bar) and change the third argument from c-aab to the account code reflected in A6 (account code related to I/B Due From Banks account)
11. Repeat steps 9 & 10 above for any other interest-bearing accounts
12. Edit the formula in cell B3 (F2 will open the cell for editing or click in the formula bar) to ensure that all interest-bearing balances are included in the total
13. Repeat step 12 in D3

## **Correcting Date Formulas (Versions of Excel last to 2007 = .xls files ONLY)**

The formulas in any date cells on the following tabs may need to be updated in order for the correct month and year to appear (Excel 2007 and more recent versions utilize the edate function):

- Funds Flow Analysis Tab – the date formulas for the quarters in Column C will need to be edited to reflect the correct number of days in the quarter (91 or 92 days).
- Projected Sources & Uses Tab - the date formulas for the months in Column B will need to be edited to reflect the correct number of days in the quarter (28 through 31).

## **Trouble Printing Concentration Graphs in Excel 2007**

If the Concentration Graphs appear in Print Preview but do not appear on printed page or in pdf – go to the Concentration Graphs tab, Print Preview, Page Set-up, Margins, Center Vertically

## **Moving or Copying the Template**

If you would like to maintain copies of the template with your archived plans, the easiest option is to print the template to a .pdf document and store the .pdf document in the folder with the archived plan. If, however, you would prefer to save a copy of the template in Excel and link it to the archived plan, we recommend removing the link to the plan before copying or moving to the new location. (You will establish the path from the workbook in its new location to the plan in that folder). To do so:

- 1) Go to the Compass Add-in drop-down menu, Select Build/Edit Plan List
- 2) Select the plan in the Plan List box and Click Remove, then OK

- 3) Save and Exit the workbook
- 4) Copy the workbook to the new location and open it
- 5) Go to the Compass Add-in drop-down menu, Select Build/Edit Plan List
- 6) Select Add/Replace and browse to the plan location
- 7) Select the plan and Open, then OK
- 8) Save the workbook (you may need to Exit the workbook and exit, then re-open the workbook to activate the macros)

You may also need to re-establish the path from the workbook to the Compass.xla (Please see the Getting Started Section at the beginning of this document).

Please feel free to contact Plansmith Customer Support at (800) 323-3281 with any questions or for additional assistance editing the formulas in the Liquidity Analysis template.