

01. CONTEXT & 06. OVERALL IMPACT

CERCICA

Portfolio Revision and Transformation Plan

> Academic Advisor: José Miguel Pita

40698 | Isabel Nobre Guedes

A Work Project, presented as part of the requirements for the Award of a Master's degree in Management from the Nova School of Business and Economics.

Cercica Portfolio Revision and Transformation Plan Section 1: Context and Section 6: Overall Impact

Isabel Maria de Almeida Costa Nobre Guedes

Work project carried out under the supervision of: Professor José Miguel Pita

04-01-2021

Abstract:

The objective of this chapter was to define the scope of the analysis and conclude the overall impact of the given recommendations on Cercica's 2019 negative operational margin. The scope was defined by analyzing (1) the pain points that should be investigated, through an online survey and interviews, and (2) the BUs that have been underperforming, considering financial statements and documents granted by the organization.

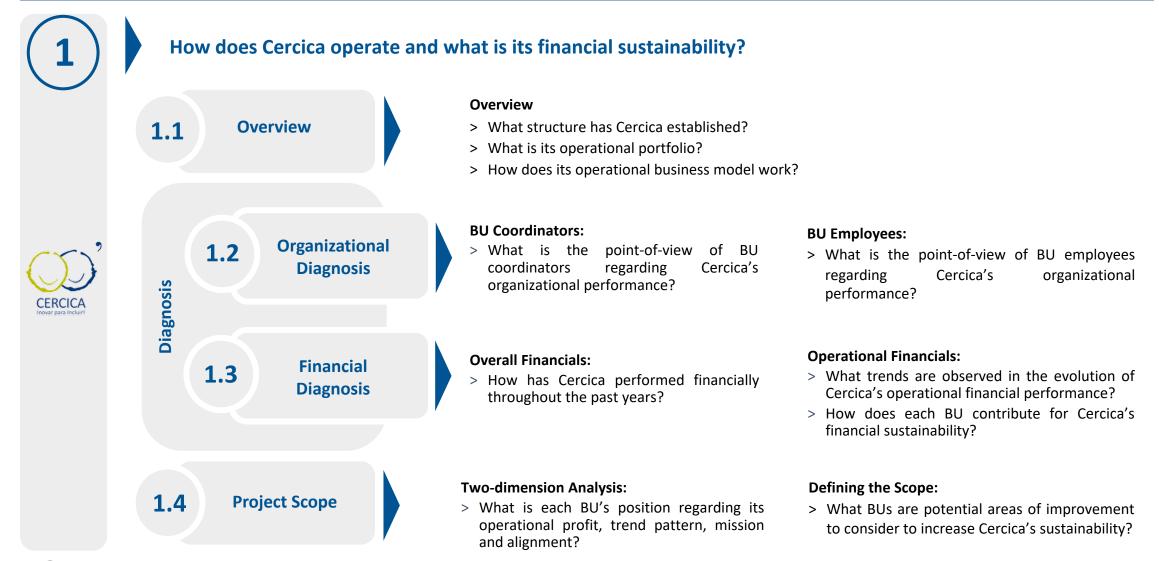
The highlighted pain points included topics on Financial Resources, Human Resources and Strategy. Investigation on Cercica's operational performance led to the selection of 5 Bus.

Recommendations were given to explore the areas of improvement, rising the negative operational margin to stand between 0.2%-2.8%. Moreover, general recommendations were also manifested to intervene on the areas of continuous improvement considered within the scope.

Key Words: Social Impact; Social Response; Entrepreneurial Response; Inclusion; Disability; Transformation Plan; Cooperative Social Organization

Context | Methodology





Cercica's main purpose relies on the support and inclusion of mentally disabled people in all stages of their lifetime





Main Purpose

Promote the social and professional inclusion of people with intellectual disabilities or inabilities throughout their lives



Key Partners

Cascais Municipality (CMC) stands out as the main source of income, along with Social Security, Employment and Vocational Training Institute (IEFP) and the Portuguese Ministry of Education



Foundation



1.2

Founded in 1976 by a group of parents and experts as an Educational Therapeutic Center to find a response for their disabled children.

Headquartered in Livramento, and complemented with an underdevelopment center located in São Domingos de Rana (both in Cascais)

1.3



Impact

There are 57 Cercis in Portugal that work as independent entities. Cercica currently supports more than 2,000 people of all ages through 11 distinct services

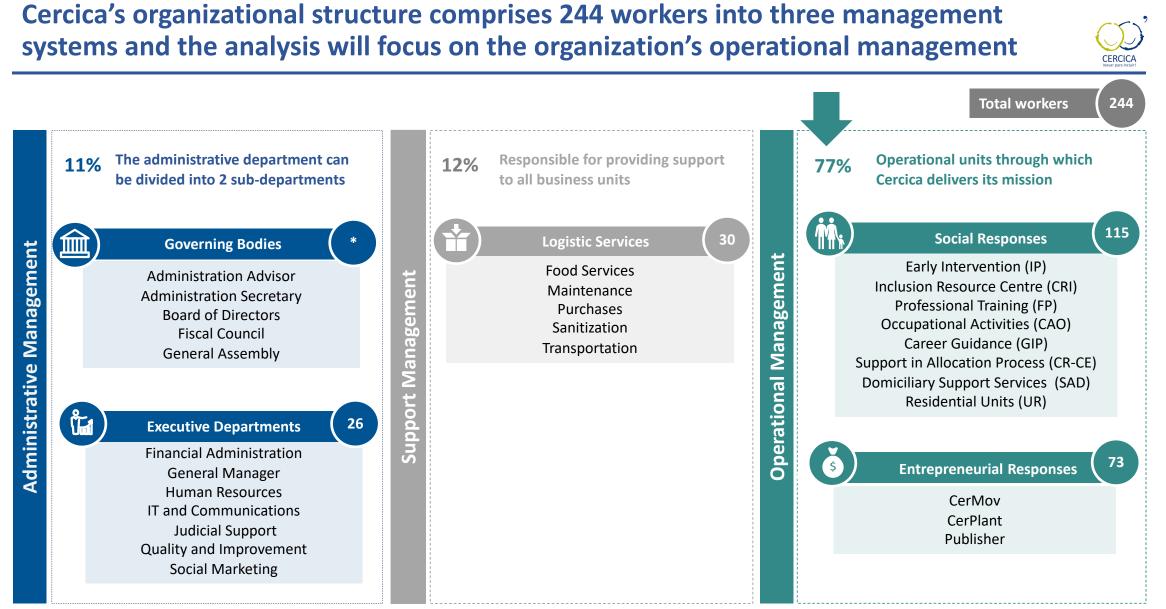


Key Services

Offers a range of services that promote inclusion in the areas of Education, Training and Employment, Occupational Activities, Sports and Leisure-Recreational Activities and Residential Support



Organizational Diagnosis —



1.3

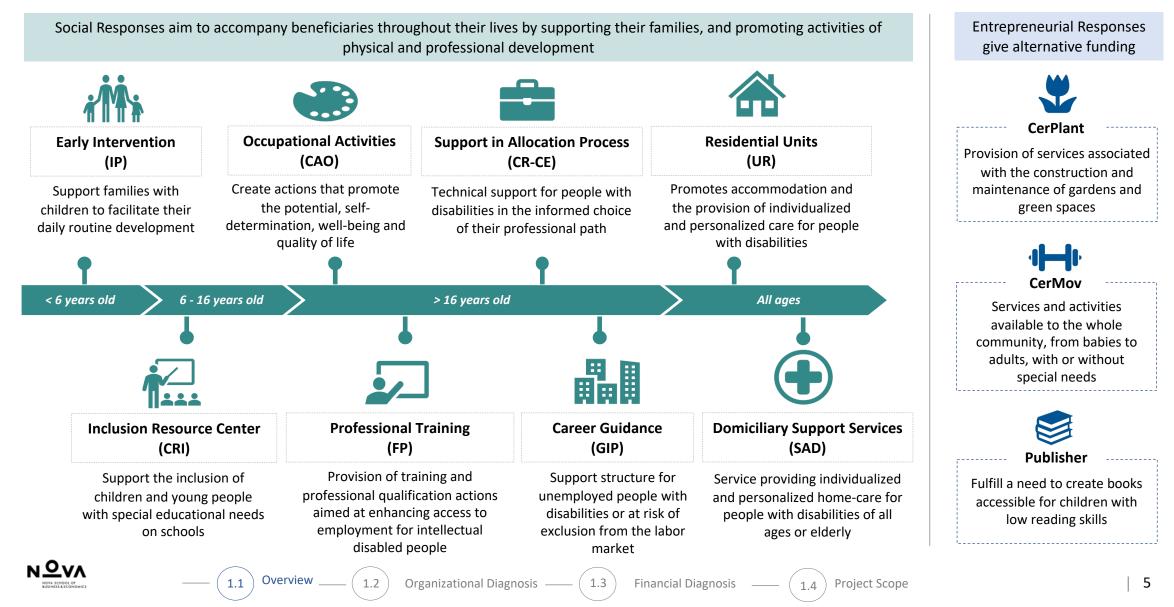
* Governing bodies comprise non-paid volunteers

1.2

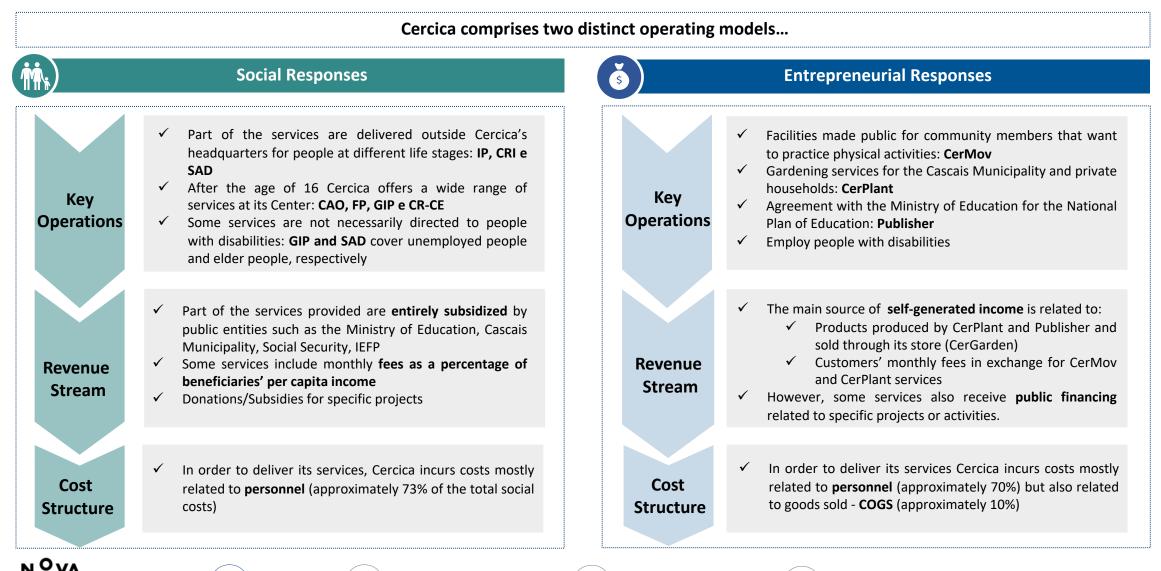
Organizational Diagnosis —

In order to fulfill its social mission of accompanying the beneficiary throughout its life journey, Cercica seeks alternative ways of funding through Entrepreneurial Responses





Social Responses are mostly supported by public subsidies, while Entrepreneurial have a significantly higher percentage of self-generated income



1.3

Financial Diagnosis

Project Scope

Organizational Diagnosis

Overview

1.1

6

In order to evaluate the organizational position of Cercica, a survey was conducted to gather internal points of view of BU coordinators and employees



SURVEY	BU Coordinators	BU Employees
D1	 Understand the operational process of each business unit through an internal point of view Identify the main organizational <i>pain points</i> of each business unit from a supervisory perspective 	 Obtain an individual point of view of each employee regarding its business unit Identify the main organizational <i>pain points</i> from each business unit from a personal perspective
02 Data Collection	 Prepared interview for BU coordinators with objective questions for detailed insights Online survey to quantify the level of satisfaction regarding: overall satisfaction level, communication and collaboration, innovation and change, resources and equipment, range of impact 	 Online survey to quantify the level of satisfaction regarding: overall satisfaction, communication and collaboration, innovation and change, recognition and reward, relationship with supervisors, range of impact
Data Analysis	 Highlight the issues mentioned by the speakers in their qualitative responses Conclusions driven by statistical outcomes of the quantitative survey out of a rate of response of ~82% of the portfolio of BU's coordinators 	Conclusions driven by statistical outcomes of the quantitative survey out of a response rate of ~29%
04	 From the problems identified, on behalf of the coordinators' and three categories in order to ensure organizational sustainability: Out of Scope (Issues that are out of scope that depend on externational supervisional supervisio	



1 (Not satisfied) to 4 (Very satisfied)

BU Coordinators' survey		1 2 3 4				highlighted results			
Communication and Collaboration	Relationship with external services		•		3.2	Internal communication of BU teams and external relationships with stakeholders is important for the prioritization and			
	Internal communication and cooperation of the team		-		3.3	alignment of objectives.			
	Planning tasks and defining objectives		3.6		3.6				
Innovation	Cercica's evolution and adaptation to trends				3.55	Cercica is an open-minded organization that is opened to the			
and Change	Openness to the implementation of new ideas				3.6	implementation of new ideas, contributing for its success.			
	Employee turnover and expenses				3.1	Employee turnover is acceptable, which means it is not			
	Appropriateness of number of Human Resources				2.2	significantly impacting Cercica's performance. The management of the financial resources is somewhat variable, which allows for flexibility in strategic decisions.			
Resources	Access to Financial Resources				3.2				
and Requirements	Appropriateness of Financial Resources		•		2.9	A team of highly qualified staff with clear objectives and aligned responsibilities should be Cercica's goal to contribute for the			
	Impact of legal requirements and other limitations				2.6	fulfilling of the organization's responsibilities and purposes. Small teams, low financial resources and the existence of legal			
	Access to resources to fulfill objectives	4			2.9	limitations have prevented Cercica from being totally efficient.			

1.3

NOVA SCHOOL OF BUSINESS & ECONOMICS

1.2

Organizational Diagnosis —

1.4



1 (Not satisfied) to 4 (Very satisfied)

BU Employees' survey...

	,				
Communication	Relationship with other units			3.17	
and Collaboration	Level of internal communication and relationship			3.35	
Innovation	Recognition of opinions and suggestions		•	3.04	
and Change	Evolution and adaptation to new trends		•	— 3.15	
Relationship	Relationship with direct supervisor(s)	 		— 3.54	
with	Leadership of BU's team			— 3.46	
Supervisors	Orientation, support and insights on performance demonstrated by supervisor(s)			— 3.46	
	Access to necessary resources for fulfillment of responsibilities		•	— 3.12	
Organizational Context	Appropriateness of number of Human Resources	 -•		2.67	
	Opportunity to progress in career	 •		2.4	7
Recognition and	Level of recognition of dedication and achievement		•	— 3.13	
Rewards	Appropriateness of salary (vs. job demand and vs. other organizations)	•		2.27	7

1.2

... highlighted results

Relationships affect the performance of the BU, namely because of the importance of clarifying team goals

Cercica is an open-minded organization, opened to the implementation of new ideas and adapting well to the trends set throughout the years

It is crucial for a team leader to orient its team and guarantee that the organization's objectives are considered, through an imposing yet friendly position, contributing for a transparent work environment

The distribution of resources contributes for Cercica's potential growth as well as its employee performance

An unmotivated and unsupported team may influence the overall performance of a unit

As a cooperative social organization, Cercica relies on the national plan of salaries to establish its employee salaries Rewards contribute for a larger involvement of the employee and dedication do deliver at its full capacity



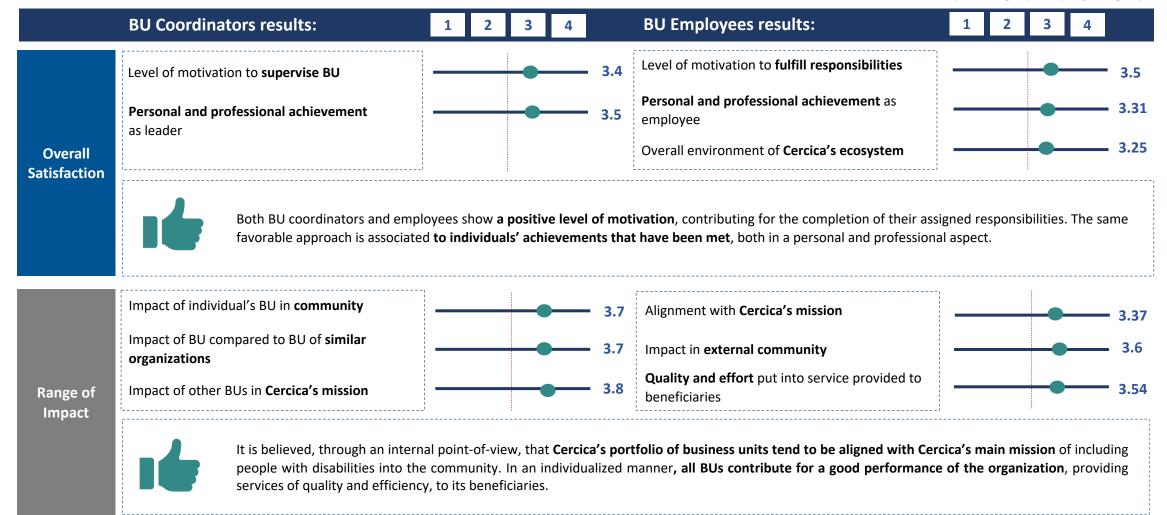
Overview

1.3

Both BU coordinators and employees are satisfied with their personal impact and professional achievements



1 (Not satisfied) to 4 (Very satisfied)

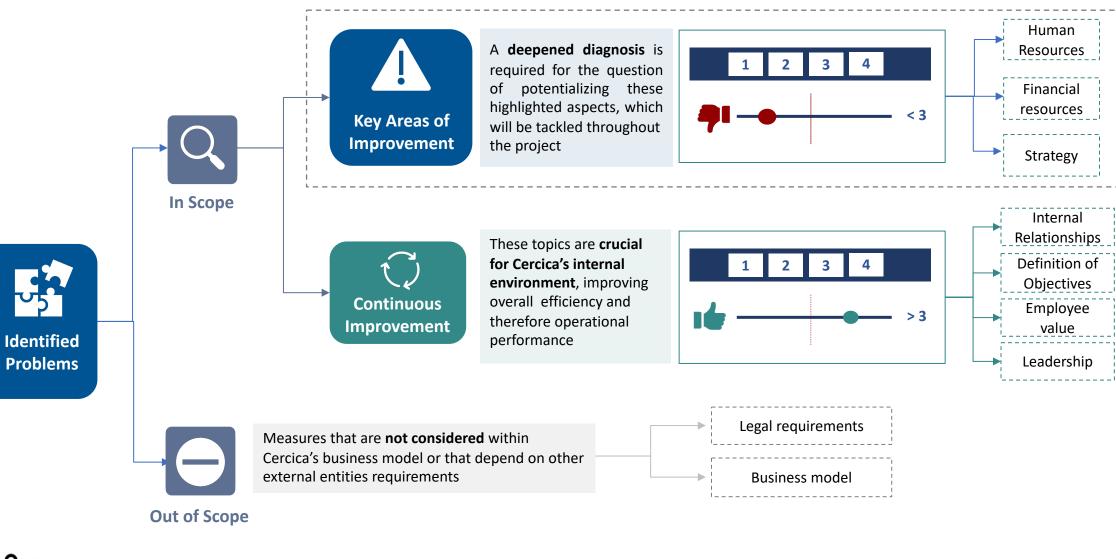


1.3



Organizational Diagnosis —

Cercica should ensure organizational sustainability by improving areas that are underperforming and considering areas of continuous improvement



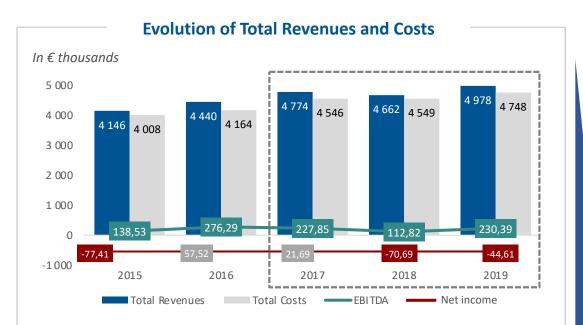
1.3

Organizational Diagnosis —

Financial Diagnosis

CERCIC/

Overall Position | Since 2017, variations in receivables' account and delay in payables have been increasing Cercica's Cash, holding up its negative net results



Since **2018**, Cercica's **net income has been negative** and the organization has been sustained by an increasingly **cash and cash equivalents** caption, namely because:

- ✓ In 2017, there was a delay in the payment of subsidies from IEFP, which has been paid over the last 2 years
- ✓ The balance of suppliers has increased as Cercica is postponing the payments of its obligations allowing an increase in Cash amounts

Considering the reasons that support the increase in cash, it is noticeable that this **business model is not sustainable**. Assuming that the source of other receivables will run out in a near future, Cercica will have to finance itself through its Cash account. Since it doesn't generate a positive net income, the cash available is expected to exhaust.

Overview

	Fina	incing Stra	tegy	
	2017	2018	2019	Forecast*
Net Income	€ 21,685	-€70,693	- € 44,605	
Receivables	€ 733,539	€ 381,979	€ 270,788	
Payables	€ 497,841	€ 509,726	€ 567,339	
(=) ∆ NWC	-€216,770	€ 352,071	€ 159,227	Cash is expected to be fully
(+) Capex	-€380,533	-€45,164	-€261,834	exhausted in 2024
(=) FFCF	-€369,557	€ 419,729	€ 127,786	
(+) Other movements	€ 188,650	-€91,338	€ 127,291	
Cash	€ 87,109	€ 415,500	€ 670,577	
*Full forecast on anne	1: 1: 1: 05			

*Full forecast on appendix slide 25

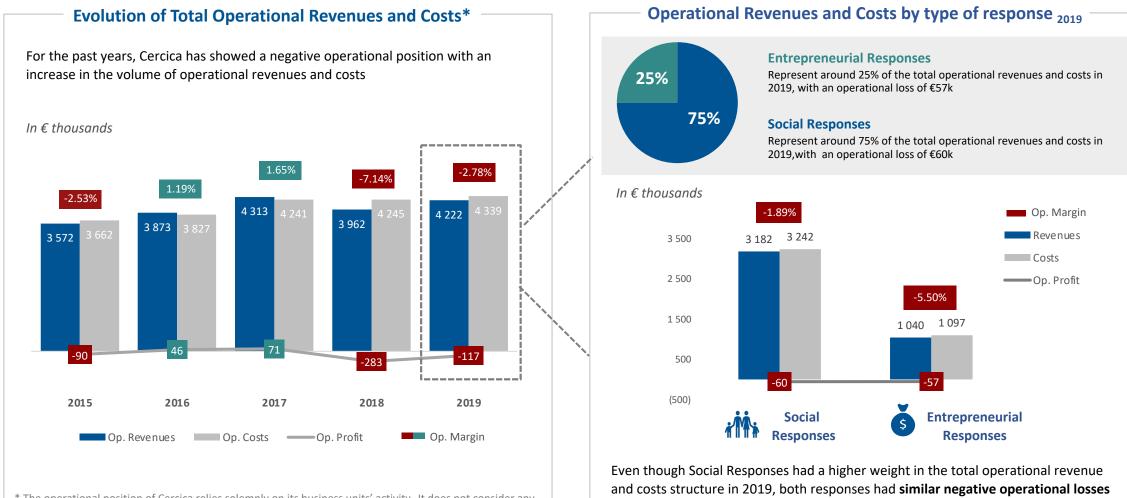


Organizational Diagnosis —

1.3

Operational Position | In 2019, both Social and Entrepreneurial Responses underperformed, translating into a total operational loss of approximately €117k





1.3

Organizational Diagnosis -

* The operational position of Cercica relies solemnly on its business units' activity. It does not consider any other revenues/costs from other activities

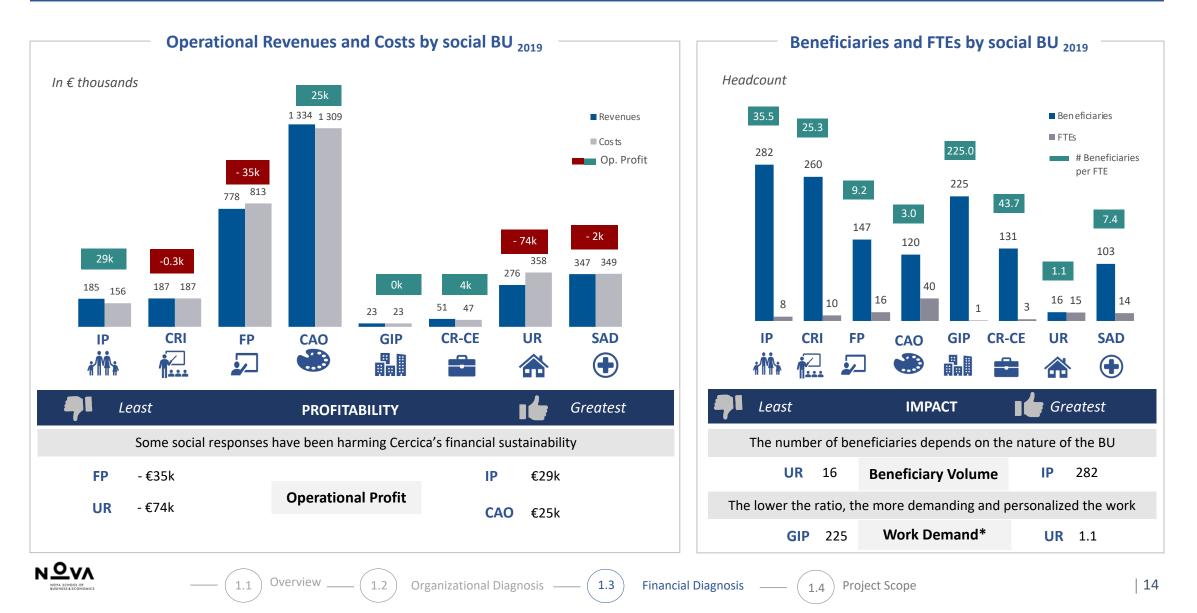
Overview

1.1

of - €60k and - €57k respectively

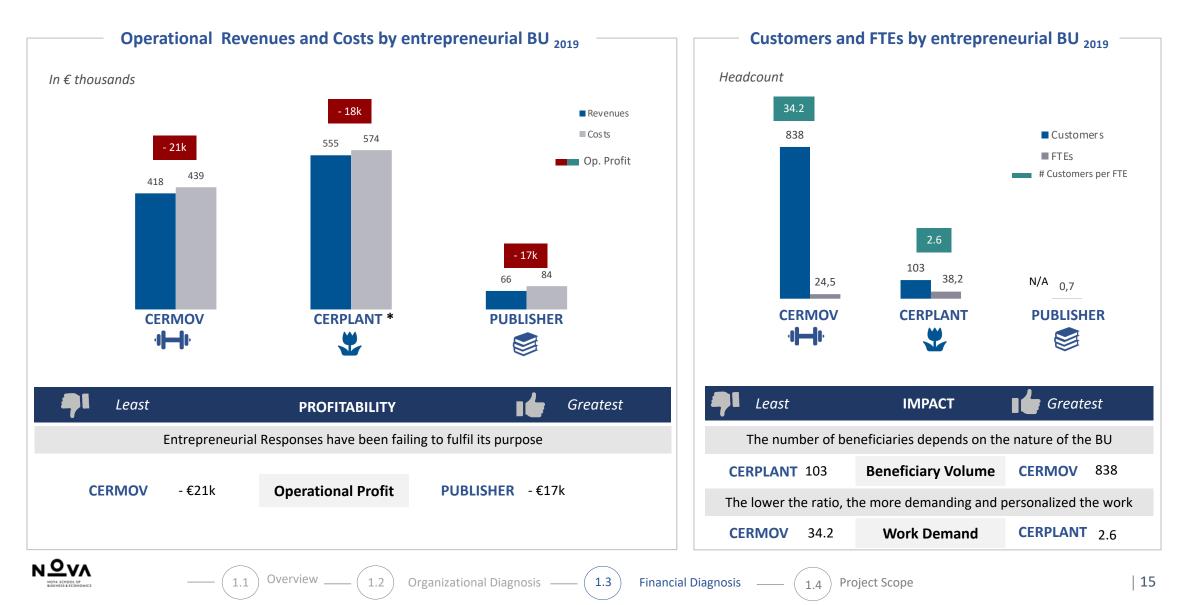
Operational Position | Revenues from Social Responses differ substantially across business units and are uncorrelated from the number of beneficiaries





Operational Position | Entrepreneurial Responses do not seem to be fulfilling its purpose of serving as a revenue stream given the negative operational margins

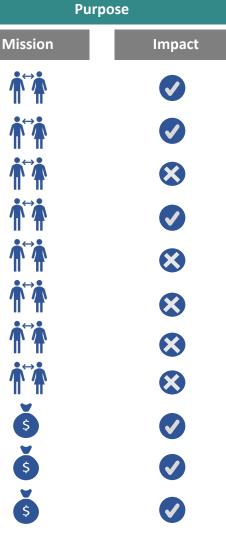




For the scope of this project, given Cercica's wide portfolio, a two-dimension analysis was conducted with the purpose of highlighting the most relevant BUs



Profitability **Two-Dimension Analysis Breakdown: Op.** Profit/Loss Trend **Profitability** € 29 148 Increasing IP **Financial Diagnosis** -€311 CRI Decreasing **Op.** Profit/Loss Trend -€35002 The trend of the FP Increasing Revenues (2019) operational performance of the BU € 25 599 CAO Increasing Costs (2019) for the past years (2015 to 2019) GIP €0 Constant Purpose **CR-CE** €4689 Varied **Organizational Diagnosis** UR -€82010 Decreasing Mission Impact -€2168 SAD Increasing Whether the BU's Social mission is aligned with Response **CERMOV** -€21408 Increasing Cercica's main purpose, Entrepreneurial and if its size impacts the -€18399 **CERPLANT** Increasing Response organization significantly -€17377 Decreasing PUBLISHER



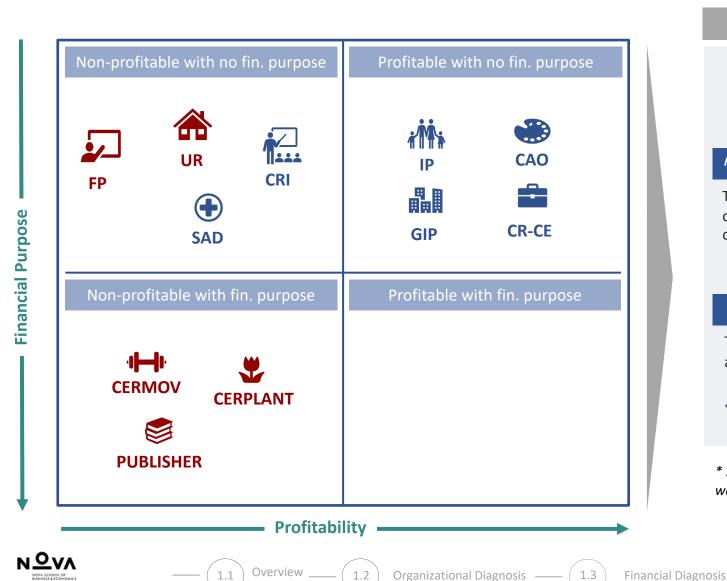
Organizational Diagnosis –

1.2

1.3

Business Units were classified based on its profitability and main purpose, in which 5 of them were flagged as underperformers





Areas of Improvement

Calling attention to BUs with the most prejudicial behaviors for Cercica's financial sustainability along with the alignment with their purpose, 5 BUs were pointed out as the ones with the highest opportunity to intervene Social Responses* These BUs help Cercica's community but damage the organization's sustainability due to their significant operational loss FP UR **Entrepreneurial Responses** \$ These BUs should act as an alternative source of financing and contribute for the organization's sustainability CERMOV PUBLISHER CERPLANT * Although CRI and SAD also suffered an operational loss in 2019, it

was considered as minor/irrelevant

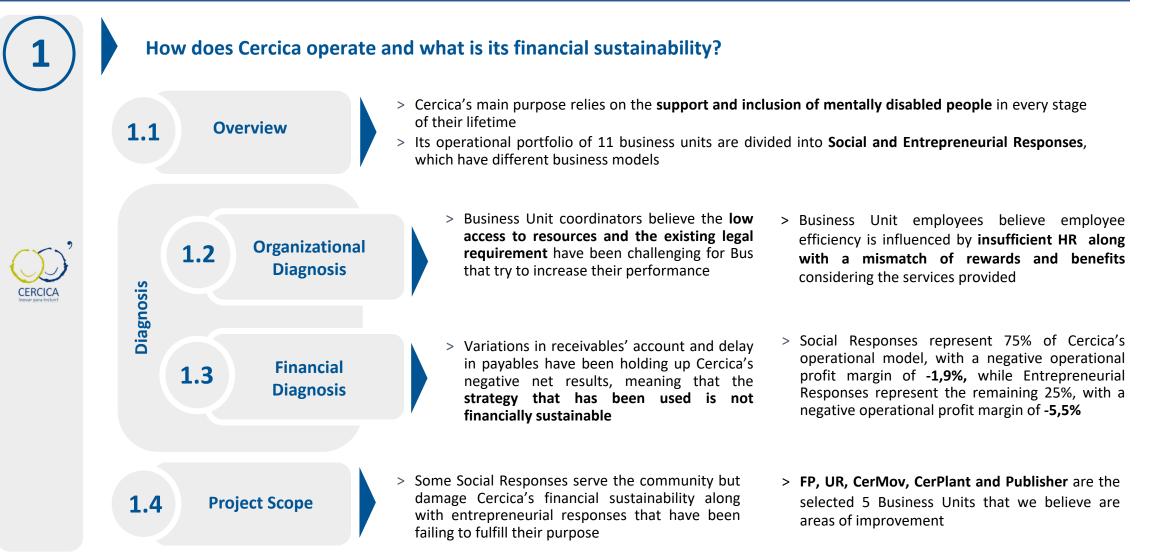
1.4

Project Scope

| 17

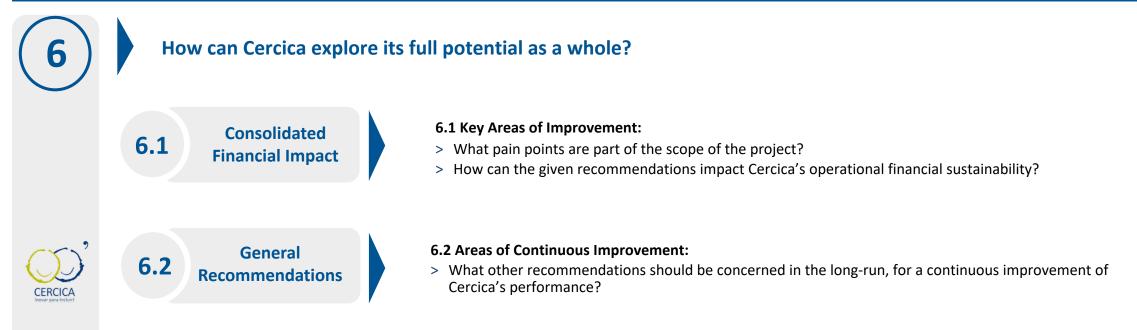
Context | Key takeaways



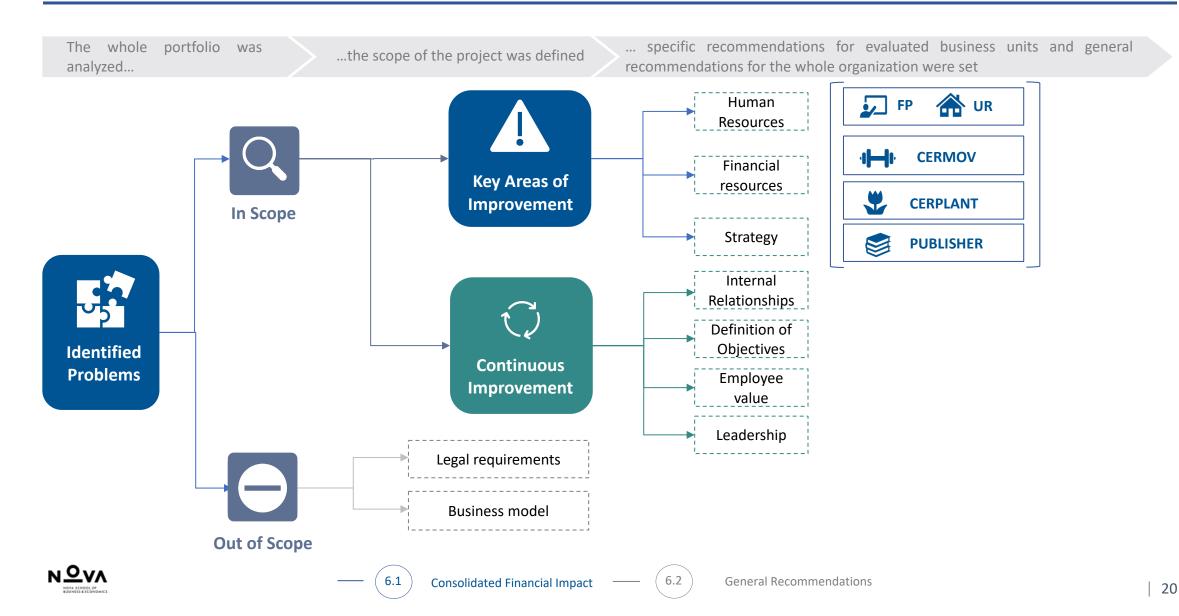


Overall Impact | Methodology





Wrap up | The scope of our analysis included the highlighted key areas of improvement and continuous ones



Key Areas of Improvement |Cercica is expected to increase its overall operational profit from €6,621 to €126,823 if it considers the implementation of all recommendations



Cercica's operational margin will rise to 0.2% or 2.8% depending on the scenarios, compared to the negative margin of -2.8% in 2019

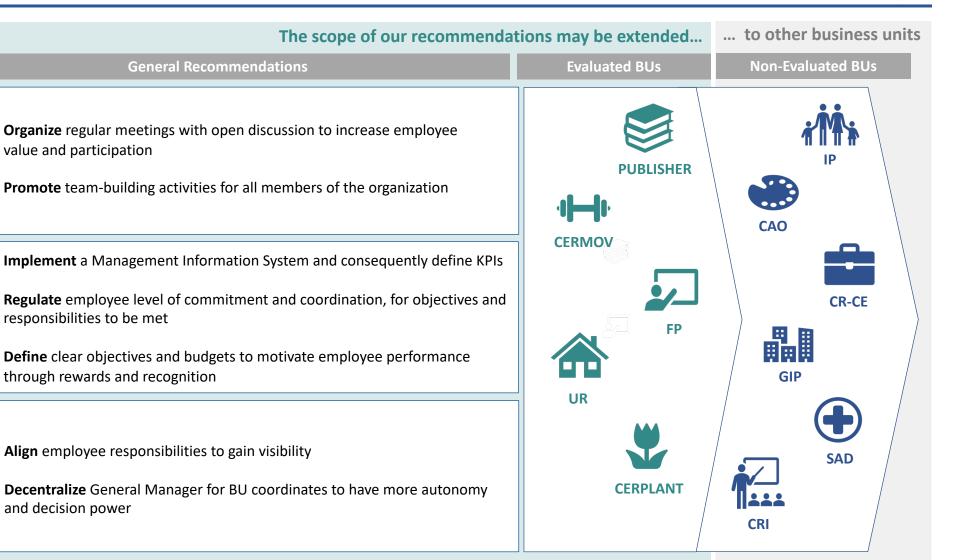
Analyzed BU	Recommendations	Estimated Financial Impact _(in €)
UR Section 2	 New hierarchy system of candidates' waiting list Allocate 4 vacancies tactically (<i>Instituto da Segurança Social</i>) Strengthen UR's staff Renegotiate amounts agreed in the annual contract 	Op. Profit 2019 -117,252 Minimum Maximum UR 64,546 122,792
CERMOV Section 3	 with <i>Descanso em Casa</i> 5. Respect pre-established fees 6. Adjust internal client' prices according to associated costs 7. Set higher prices to therapeutic activities for external clients 	CERMOV 26,246 57,821
CERPLANT	 8. Adjust prices according to real productivity 9. Encourage productivity with bonuses 10. Togeth productivity 	CERPLANT 12,489 23,727
Section 4	10. Target profitable clients11. Focus on strategic products	PUBLISHER 20,592 39,734
PUBLISHER Section 5	 12. Define a commercial strategy 13. Improve the efficiency of cost management 14. Focus on the production of <i>4Leituras</i> books 15. Allocate a coordinator for this BU 	Expected 6,621 126,82



6.1

General Recommendations

Continuous Improvement | The scope of the analysis can be extended to areas of continuous improvement to maximize Cercica's performance



Areas

Internal

Relationships

Definition of

Objectives

Leadership

57

0

LΞ

value and participation

responsibilities to be met

and decision power

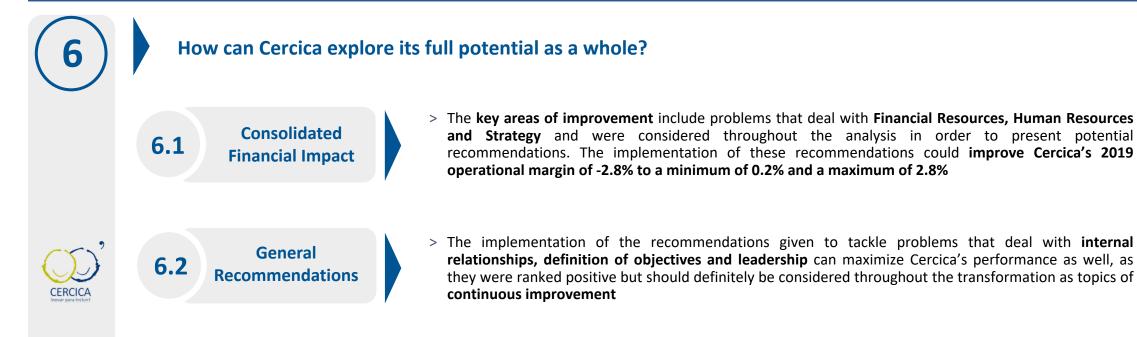
through rewards and recognition

Consolidated Financial Impact

6.2

Overall Impact | Key takeaways





APPENDIX





	2017	2018	2019	2020F	2021F	2022F	2023F	2024F
Net Income	21 685	(70 693)	(44 605)	(60 986)	(140 736)	(228 098)	(326 678)	(439 639)
Receivables	733 539	381 979	270 788	270 788	270 788	270 788	270 788	270 788
Payables	497 841	509 726	567 339	567 339	567 339	567 339	567 339	567 339
(=) Δ NWC	216 770	(352 071)	(159 227)	-	-	-	-	-
(+) Capex	380 533	45 164	261834	197 300	221 208	181 377	215 430	203 828
(=) FFCF	(369 457)	419 729	127 786	(102 942)	(181 904)	(268 888)	(364 491)	(469 352)
(+) Other movements	188 650	(91 338)	127 291	127 291	127 291	127 291	127 291	127 291
Cash	87 109	415 500	670 577	694 925	640 312	498 714	261 514	(80 548)

Section 1 | Operational Position Evolution





2018

25% growth of clients, namely due to the creation of a new business unit – GIP. Also, a growth of 20% of sales and services correspond namely to CerPant, SAD, and CAO. Finally, CerPlant increased its profits by 68% compared to 2015. This trend continued in the following year with an increase of 28% in its performance

An outstanding €3325k revenue obtained by the Entrepreneurial Responses, covered the negative performance of the Social Responses namely due to a 10% 2017 increase in the Subsidies in some business units (FP, SAD, CAO, CerMov, CRI, CerPlant) along with the Publisher's revenue increase of 16%.

A great decrease in the overall operational profit, from both responses. Its main causes were a fall in 8% in Sales in Services, €300k decrease in Cercica's **Publisher's** revenues compared to the previous year's results along with a €200k decrease in the FP revenues.

2019

Both responses had a negative operational margin, with 75% of total revenues and costs being part of Social Response with an associated margin of -1.9% and the remaining 25% of revenues and costs, corresponding to Entrepreneurial Responses, were harmful for Cercica's sustainability with a margin of -5.5%

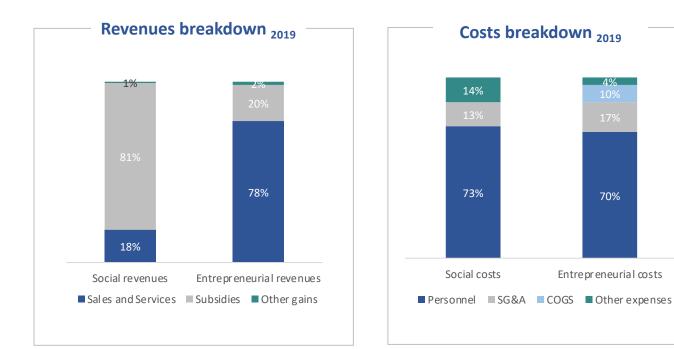
2016

Section 1 | Operational Revenues and Costs breakdown

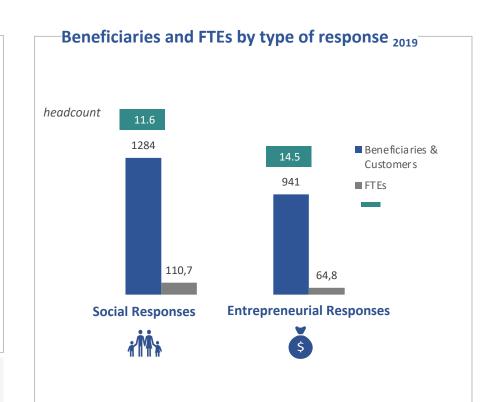
4%

70%





- While subsidies represent 66.1% of the total operational revenue stream, self-generated income including sales and services accounts for 32.9%.
 - Social revenues are largely concentrated in subsidies from public entities (81%) and complemented with some services' fees charged to beneficiaries (18%).
 - From an Entrepreneurial perspective, revenues are mainly related to sales and services (78%) but also backed by subsidies (20%). Despite of being created to sustain Cercica's social action, Entrepreneurial Responses still represent 7% of the total subsidies which is explained by public financing of side projects and specific agreements.
- Personal expenses represent the majority of total costs, accounting for 72.2%.
 - Other expenses represent a great part of social costs (14%), primarily due to student fees and food grants. Contrarily to entrepreneurial responses, social activities have no cogs expenses.



Social Responses require a smaller number of beneficiaries per FTEs (11.6) given the demanding needs of the beneficiary and the nature of the service provided



Section 6 | All Recommendations Total Financial Impact

INDIVIDUAL V	VATERFALL				тот	AL WATERFALL		
	Min	Max				Op. Profit 2019	Min	Max
UR				UR		-82 010	-17 464	40 78
Operational Profit 2019	-82 010	-82 010			△ 2019		64 546	122 79.
Recommendation 1	90 626	101 159	△ Revenues	CerMov		-21 420	4 826	36 40
Recommendation 2	19 010	27 024	△ Revenues		⊿ 2019		26 246	5782
Recommendation 3	-47 179	-47 179	△ Costs	CerPlant		29 208	41 697	52 93
Recommendation 4	2 089	41788	△ Costs		⊿ 2019		12 489	23 722
Expected Operational Profit	-17 464	40 782		Publisher		-17 377	3 215	22 35
					△ 2019		20 592	39 734
CerMov				Sum of A 2019			123 873	244 075
Operational Profit 2019	-21 420	-21 420						
Recommendation 1	44 618	71890	△ Revenues	Expected Operat	ional Profit	-117 252	6 621	126 823
Recommendation 2	-19 312	-15 678	△ Revenues					
Recommendation 3	940	1610	△ Revenues					
Expected Operational Profit	4 826	36 401			тот	AL WATERFALL		
							Min	Max
CerPlant				Total				
Operational Profit 2019	29 208	29 208		Operational Profi	t 2019		-117 252	-117 252
Recommendation 1	7 126	14 252	△ Revenues	UR			64 546	122 792
Recommendation 2	-412	-824	△ Revenues	CerMov			26 246	57 823
Recommendation 3	3 644	6 0 3 7	△ Revenues	CerPlant			12 489	23 727
Recommendation 4	2 131	4 262	△ Costs	Publisher			20 592	39 734
Expected Operational Profit	41 697	52 935		Op. Profit			123 873	244 075
Expected Operational Front				Expected Operat	ional Profit		6 621	126 823
				Expected Operat				
Publisher								
	-17 377	-17 377						
Publisher	-17 377 10 720		△ Revenues					
Publisher Operational Profit 2019	-							
Publisher Operational Profit 2019 Recommendation 1	10720	21 439 -11 617						
Publisher Operational Profit 2019 Recommendation 1 Recommendation 2	10 720 -5 307	21 439 -11 617 27 049	△ Costs					

