



## Cash Flow Forecast

### Some points to remember when completing your Cash Flow Forecast:

- On the first line, include monthly figures for your **estimated** sales. These provide a quick review of how much business you expect to conduct.
- Beside **cash receipts**, list all sources of sales and revenue for each month. Please note that **cash from** sales in this section is not the same as **estimated** sales. Include only the cash you will actually receive. When doing so, be sure to estimate realistically when your customers are likely to pay.
- Include any cash you invest in your business in the **cash equity contribution** category.
- Under **cash disbursements**, list all your expenses. Some things to consider include:
  - How frequently do you pay yourself and your employees? Do you pay weekly, every two weeks or monthly?
  - The terms of payments to suppliers. Do you pay within 30, 60 or 90 days?
  - Your plans for purchasing inventory or fixed assets.
- When calculating loan payments, don't forget to include both outstanding loans and projected payments for money you intend to borrow in the future.
- Add up your totals in the **cash receipts** and **cash disbursements** sections. Then subtract your disbursements from your receipts and record your **monthly net cash surplus**. If this amount is a negative number, please enclose it in brackets.
- On the last line of this form, estimate your **cumulative cash flow to date**. You can do this by adding up the running total of cash surpluses and deficits for the previous months.
- In the last column, include yearly totals for all items listed in the cash flow forecast statement.



## Cash Flow Forecast (page 1 of 2)

|   | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 |
|---|---------|---------|---------|---------|---------|---------|
| <b>Estimated sales</b>  |         |         |         |         |         |         |
| <b>Cash receipts</b>  |         |         |         |         |         |         |
| Cash from sales   |         |         |         |         |         |         |
| Accounts receivables collected  |         |         |         |         |         |         |
| Cash equity contribution  |         |         |         |         |         |         |
| Other cash received   |         |         |         |         |         |         |
| <b>(A) TOTAL CASH RECEIVED</b>  |         |         |         |         |         |         |
| <b>Cash disbursements</b>   |         |         |         |         |         |         |
| Equipment purchases   |         |         |         |         |         |         |
| Rental, maintenance costs   |         |         |         |         |         |         |
| Labour costs  |         |         |         |         |         |         |
| Management salaries   |         |         |         |         |         |         |
| Materials and inventory   |         |         |         |         |         |         |
| Insurance, licenses   |         |         |         |         |         |         |
| Advertising & promotion   |         |         |         |         |         |         |
| Selling expenses  |         |         |         |         |         |         |
| Office expenses   |         |         |         |         |         |         |
| Loan payments   |         |         |         |         |         |         |
| Taxes   |         |         |         |         |         |         |
| Other   |         |         |         |         |         |         |
| <b>(B) TOTAL CASH DISBURSEMENTS</b>   |         |         |         |         |         |         |
| <b>NET CASH: TOTAL CASH RECEIPTS (A), LESS TOTAL CASH DISBURSEMENTS (B)</b> |         |         |         |         |         |         |
| Monthly net cash surplus (deficit)  |         |         |         |         |         |         |
| Cumulative cash flow to date  |         |         |         |         |         |         |

