

# Business Cashflow Projection Worksheet



# Introduction

It is important to understand when your business will receive income and when expenses will be paid, so that you have enough cash or access to finance to manage the gaps. A cashflow projection will show you what your cash position should be at the end of each month. It will also show whether you are likely to need finance in the future, so you can organise it well in advance.

## How to complete this worksheet

Before you start – in the first column, fill in any cash that comes in or out of the business as a result of your starting up, e.g. you may have to put your own cash in or you may incur expenses buying stock. You should then work across the page completing each income and expense item for each period.

### CASH IN

- a.** Enter the cash from sales you expect to make during each month allowing for any seasonal influences, e.g. Christmas, quiet and peak times.
- b.** For sales on credit record the amount in the month(s) you expect to receive the actual cash/payment from your customers.
- c.–f.** Record cash received from assets you intend to sell, finance obtained in the month you expect to receive it, any personal funds you will contribute and any other cash you expect to receive.
- g.** Add **a.–f.** and record the total cash you expect to receive for the month.

### CASH OUT

- h.** Record all projected costs involved in producing your goods or services in the month that they will be paid.
- i.** Record details of payments to other creditors.
- j.** Enter the operating expenses that you expect to incur. Under sundry include any additional expenses not listed, for example, tax to be paid and dividends; director's fees and your personal drawings.
- k.** Include any capital expenditure you expect to incur, in the month you expect to pay for the item.
- l.** Add **h.–k.** and enter total cash you expect to pay out for the month.

### TOTALS

- m.** Enter your bank balance at the beginning of the month.
- n.** Subtract projected total cash paid out figure **l.** from the cash you receive figure **g.**
- o.** Calculate your final position by adding or subtracting your cash movement figure **n.** for the month(s) from your bank balance at the beginning of the month. This will give you your projected bank balance at the end of the month and this figure then becomes your starting bank balance for the next month.

## Summary

Once you have completed your Business Cashflow Projection Worksheet you should have an indication of the viability of your intended business venture. This will then enable you to work with your accountant to complete projected Balance Sheet and Profile & Loss statements for your business.



- repairs/maintenance														
- stationery/office supplies														
- telephone/communications														
- travel/transport														
- wages/salaries														
Tax (sales, group, payroll)														
Drawings/dividends/directors fees														
Sundry														
<b>k.</b> Purchase of assets and capital items														
<b>I. CASH PAID OUT FOR THE MONTH</b>														

<b>FINAL POSITION</b>	<b>START UP PERIOD</b>	<b>MTH 1</b>	<b>MTH 2</b>	<b>MTH 3</b>	<b>MTH 4</b>	<b>MTH 5</b>	<b>MTH 6</b>	<b>MTH 7</b>	<b>MTH 8</b>	<b>MTH 9</b>	<b>MTH 10</b>	<b>MTH 11</b>	<b>MTH 12</b>	<b>TOTAL</b>
Enter Month														
<b>m.</b> Bank balance at the beginning of the month														
Cash In (Figure in Row g)														
Cash Out (Figure in Row I)														
<b>n.</b> Sub total (CASH OUT subtracted from CASH IN)														
<b>o.</b> Bank balance at the end of the month (Sub total subtracted from beginning of month bank balance)														

<b>ASSUMPTIONS – please provide details of how you calculated these figures</b>