

# MONTHLY CASH FLOW WORKSHEET

Date: \_\_\_\_\_ Client Name: \_\_\_\_\_

Report Period: \_\_\_\_\_ Business Name: \_\_\_\_\_

## CASH IN

(Actual cash *deposited* in business bank account)

		Planned	Actual
1	Cash From Sales		
2	Cash From Accounts Recievable		
3	Loans Received(CFDC,Other)		
4	Other Cash(Specify: _____ )		
5	Other Cash (SE Income if deposited in business bank acct.)		
<b>6</b>	<b>Total Cash in</b>		

## CASH OUT

(Actual cash *paid out* from business bank account)

		Planned	Actual
7	Payment on Inventory		
8	Owners Drawings		
9	Employee's Salaries		
10	Employee Share of CPP and EI		
11	W.C.B. Expense		
12	Accounting/Legal		
13	Utilities (heat, light, etc.)		
14	Telephone/Fax/Cell		
15	Insurance & Licenses		
16	Repairs & Maintenance		
17	Auto Expense		
18	Equipment Purchases		
19	Office Supplies		
20	Advertising		
21	Bank Charges		
22	CFDC Loan(or other)		
23	Other Loan/Leases Payments		
24	Rent		
25	Freight In/Freight Out		
26	Other		
<b>27</b>	<b>Total Cash Out</b>		

## BALANCE OF CASH

		Planned	Actual
28	Opening Cash Balance(Line 30 from last months worksheet)		
29	Cash In - Cash Out (Line 6 minus line 27)		
<b>30</b>	<b>Closing Cash Balance</b>		

**ACCOUNTS RECEIVABLE** (Do not include on front until money collected)

CUSTOMER	TOTAL AMOUNT	0-30 DAYS	30-60 DAYS	OVER 60 DAYS	COMMENTS

**ACCOUNTS PAYABLE** (Do not include on front until money paid out)

CUSTOMER	TOTAL AMOUNT	0-30 DAYS	30-60 DAYS	OVER 60 DAYS	COMMENTS

Number of hours for the reporting period you have spent on business activities:

Week #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ (hours worked per week)

Number of employees including owner: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Business days and hours of operation: \_\_\_\_\_

Is the business operating in accordance with your business plan? YES  NO

Describe the reason for any major discrepancies in your monthly revenue projections: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe monthly marketing activities you have undertaken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_

Signature \_\_\_\_\_