

Cash Flow Forecasting Sheet

Small Business Sample

Forecast Period: January 2024 - June 2024

Month	Opening Balance	Cash Inflows	Cash Outflows	Net Cash Flow	Closing Balance
January	5,000	8,000	6,500	1,500	6,500
February	6,500	8,500	7,000	1,500	8,000
March	8,000	9,200	8,000	1,200	9,200
April	9,200	10,000	8,500	1,500	10,700
May	10,700	9,800	9,000	800	11,500
June	11,500	8,900	9,200	-300	11,200

Inflows Example Breakdown

Month	Sales	Loans	Other	Total Inflows
January	7,200	500	300	8,000
February	8,000	0	500	8,500
March	8,700	0	500	9,200
April	9,600	200	200	10,000
May	9,000	500	300	9,800
June	8,900	0	0	8,900

Outflows Example Breakdown

Month	Rent	Salaries	Utilities	Supplies	Other	Total Outflows
January	1,500	3,000	500	1,200	300	6,500
February	1,500	3,200	500	1,400	400	7,000
March	1,500	3,500	600	1,800	600	8,000
April	1,600	4,000	600	1,600	700	8,500
May	1,600	4,000	600	2,000	800	9,000
June	1,600	4,400	700	1,800	700	9,200

Important Notes:

- Cash flow forecasts should be updated regularly to reflect actual figures and any business changes.
- Accurate inflows and outflows help anticipate funding needs and avoid shortfalls.
- Include all possible income and expense sources for reliable forecasting.
- Review forecasts monthly to guide operational and financial decisions.
- This sheet is a sample only; tailor categories and periods to your business.

