

Annual Cash Flow Forecast Template

for Project Planning

Project Name: _____

Fiscal Year: _____

Estimated Cash Inflows

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Client Payments	15,000	10,000	12,000	18,000	20,000	22,000	15,000	10,000	14,000	19,000	16,000	12,000	183,000
Investment Income	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Total Inflows	17,000	12,000	14,000	20,000	22,000	24,000	17,000	12,000	16,000	21,000	18,000	14,000	207,000

Estimated Cash Outflows

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Salaries	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	96,000
Materials & Supplies	4,000	3,500	4,500	4,000	5,000	3,000	4,000	3,500	4,500	4,000	3,000	5,000	48,000
Other Expenses	2,000	1,500	2,000	2,500	2,000	2,500	1,800	1,700	2,000	2,000	2,500	2,000	24,500
Total Outflows	14,000	13,000	14,500	14,500	15,000	13,500	13,800	13,200	14,500	14,000	13,500	15,000	168,500

Net Cash Flow

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Net Cash Flow	3,000	-1,000	-500	5,500	7,000	10,500	3,200	-1,200	1,500	7,000	4,500	-1,000	38,500
Opening Balance	10,000	13,000	12,000	11,500	17,000	24,000	34,500	37,700	36,500	38,000	45,000	49,500	-
Closing Balance	13,000	12,000	11,500	17,000	24,000	34,500	37,700	36,500	38,000	45,000	49,500	48,500	-

Important Notes

- This template should be updated regularly to reflect actual figures and changes in project timelines or costs.
- Ensure all major inflows and outflows are included to avoid underestimating cash needs.
- Monitor closing balances monthly to maintain a positive cash position.
- Use conservative estimates for revenue and liberal estimates for expenses for better risk management.
- Cash flow forecasting aids in decision-making and early identification of potential funding gaps.