

# Excel-Based Cash Flow Forecast Sheet

## Project Planning: Cash Flow Forecast

Description	Month						Total
	Jan	Feb	Mar	Apr	May	Jun	
Opening Balance	10,000	8,500	6,900	7,700	8,600	8,350	â€”
Cash Inflows	3,000	4,000	5,000	4,500	4,000	5,000	25,500
• Sales Revenue	2,200	2,800	3,500	3,000	3,300	4,000	18,800
• Loan Received	-	1,000	1,000	-	-	-	2,000
• Other Income	800	200	500	1,500	700	1,000	4,700
Cash Outflows	4,500	5,600	4,200	3,600	4,250	4,800	26,950
• Materials & Supplies	2,500	3,000	2,800	2,000	2,300	2,800	15,400
• Labor	1,200	1,500	1,200	1,000	1,200	1,300	7,400
• Other Expenses	800	1,100	200	600	750	700	4,150
<b>Net Cash Flow</b>	-1,500	-1,600	800	900	-250	200	-1,450
Closing Balance	8,500	6,900	7,700	8,600	8,350	8,550	â€”

## Important Notes

- Forecasts should be updated regularly as actual cash flow data becomes available.
- Assumptions behind each inflow and outflow line should be clearly documented.
- Include a contingency buffer for unexpected expenses.
- Review cash flow regularly to avoid potential shortfalls during the project lifecycle.
- A clear cash flow forecast helps in informed decision making and resource allocation.