

# Simple Cash Flow Projection Document

## Project: Website Redesign

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Period Covered: July 2024 - Dec 2024

### Projected Cash Flow

Description	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
<strong>Opening Balance</strong>	10,000	8,000	8,700	6,900	7,200	6,000
Cash Inflow: Client Payments	5,000	6,000	4,000	5,000	4,500	5,000
Cash Inflow: Other Income	500	500	0	700	0	0
Cash Outflow: Salaries	-4,000	-4,000	-4,000	-4,000	-4,000	-4,000
Cash Outflow: Software & Licenses	-700	-500	-1,000	-400	-300	-600
Cash Outflow: Miscellaneous	-800	-1,300	-800	-1,000	-1,400	-800
<strong>Net Cash Flow</strong>	0	700	-1,800	300	-1,200	-400
<strong>Closing Balance</strong>	8,000	8,700	6,900	7,200	6,000	5,600

### Summary

This cash flow projection gives an outline of expected inflows and outflows for the Website Redesign project over a 6-month period, facilitating better planning and resource allocation.

### Important Notes

- Cash flow projections are estimates and may vary from actual results due to unforeseen circumstances.
- Update the document regularly as new information about project costs or income arises.
- Use realistic figures to ensure the usefulness of the projection for decision-making.
- Maintain supporting documentation for all assumptions and calculations used.
- Monitor closing balances to ensure sufficient funds are always available for key project activities.