

Departmental Cash Flow Forecast Sheet

Department:

Finance & Administration

Period:

July 2024 - December 2024

Prepared By:

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Date:

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PROJECTED CASH INFLOWS

Description	July	Aug	Sep	Oct	Nov	Dec
Service Revenue	8,000	8,500	8,200	8,400	8,600	8,900
Grants Received	4,000	0	4,500	0	0	3,000
Total Cash Inflows	12,000	8,500	12,700	8,400	8,600	11,900

PROJECTED CASH OUTFLOWS

Description	July	Aug	Sep	Oct	Nov	Dec
Salaries & Wages	6,000	6,000	6,000	6,000	6,000	6,000
Office Supplies	900	700	800	600	750	800
Rent	2,200	2,200	2,200	2,200	2,200	2,200
Total Cash Outflows	9,100	8,900	9,000	8,800	8,950	9,000

NET CASH FLOW & CLOSING BALANCE

	July	Aug	Sep	Oct	Nov	Dec
Net Cash Flow	2,900	-400	3,700	-400	-350	2,900
Opening Balance	10,000	12,900	12,500	16,200	15,800	15,450
Closing Balance	12,900	12,500	16,200	15,800	15,450	18,350

IMPORTANT NOTES

- Figures are estimates; actual results may differ due to unforeseen expenses or income.
- Regularly update this forecast for effective cash management and risk mitigation.
- Ensure all significant cash receipts and payments are appropriately included.
- This sheet assists in identifying potential cash shortages in advance.
- Consult the finance department for guidance on large or irregular transactions.