

# Departmental Cash Flow Forecast Sheet

Department: Finance & Administration  
Period: July 2024 - December 2024

Prepared By: Jane Smith  
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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
<strong>Total Cash Inflows</strong>	<strong>12,000</strong>	<strong>8,500</strong>	<strong>12,700</strong>	<strong>8,400</strong>	<strong>8,600</strong>	<strong>11,900</strong>

## 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
<strong>Total Cash Outflows</strong>	<strong>9,100</strong>	<strong>8,900</strong>	<strong>9,000</strong>	<strong>8,800</strong>	<strong>8,950</strong>	<strong>9,000</strong>

## 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
<strong>Closing Balance</strong>	<strong>12,900</strong>	<strong>12,500</strong>	<strong>16,200</strong>	<strong>15,800</strong>	<strong>15,450</strong>	<strong>18,350</strong>

## 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.