

# Weekly Cash Flow Statement

For the Week Ending: \_\_\_\_\_

Description	Amount
<b>Opening Balance</b>	
Cash at Beginning of Week	_____
<b>Cash Inflows</b>	
Receipts from Customers	_____
Interest/Other Income	_____
<b>Total Cash Inflows</b>	_____
<b>Cash Outflows</b>	
Payments to Suppliers	_____
Salaries & Wages	_____
Rent & Utilities	_____
Other Expenses	_____
<b>Total Cash Outflows</b>	_____
<b>Net Cash Flow (Inflows - Outflows)</b>	_____
<b>Closing Balance</b>	
Cash at End of Week	_____

## Important Notes:

- This statement provides a snapshot of weekly cash movements.
- Regularly tracking cash flow helps prevent liquidity issues.
- Ensure all receipts and payments are accurately recorded for completeness.
- Use this statement for financial planning and forecasting.
- Adjust categories as needed to fit your business operations.