

Weekly Cash Flow Statement

For the Week Ending: _____

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