

# Departmental Cash Flow Budget Format

Department: \_\_\_\_\_  
Budget Period: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Date: \_\_\_\_\_

Particulars	Months												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Opening Cash Balance													
Cash Inflows													
Sales Revenue													
Other Income													
Total Inflows													
Cash Outflows													
Salary & Wages													
Materials/Supplies													
Utilities													
Other Expenses													
Total Outflows													
Net Cash Flow													
Closing Cash Balance													

## Important Notes

- This document forecasts departmental cash flows on a monthly basis for improved financial planning.
- All amounts should be based on realistic estimates for the given period.
- Regularly update the budget to reflect actual results and revised forecasts.
- Helps identify potential cash shortages and surpluses in advance.
- Should be used in conjunction with other departmental or organizational budgets.