

# Monthly Cash Flow Projection

Business/Department: \_\_\_\_\_

Period: January - December 20XX

Details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Opening Cash Balance	10,000	12,000	13,500	15,200	14,800	15,000	16,700	18,000	17,500	18,300	18,600	19,100	â€”
Inflows													
Sales Revenue	5,000	6,000	5,800	6,200	5,900	6,500	6,800	6,900	7,000	7,100	7,300	7,400	77,900
Other Income	500	500	400	600	400	350	400	450	450	500	350	500	5,400
Total Inflows	5,500	6,500	6,200	6,800	6,300	6,850	7,200	7,350	7,450	7,600	7,650	7,900	83,300
Outflows													
Payroll	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Rent	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
Utilities	400	420	400	450	430	410	420	430	410	420	450	430	5,070
Supplies	300	500	400	600	350	500	350	400	300	450	400	350	4,900
Other Expenses	100	180	200	120	180	190	210	220	210	200	230	250	2,290
Total Outflows	4,500	4,800	4,700	4,870	4,660	4,800	4,680	4,750	4,620	4,770	4,780	4,730	57,160
Net Cash Flow	1,000	1,700	1,500	1,930	1,640	2,050	2,520	2,600	2,830	2,830	2,870	3,170	26,140
Closing Cash Balance	12,000	13,500	15,200	17,130	16,440	17,050	18,570	19,900	20,330	21,130	21,470	22,270	â€”

Important Notes:

- This document is for planning and estimating cash inflows and outflows for each month.
- Figures should be updated regularly with actual data for effective cash management.
- Projection helps anticipate shortages and plan for surplus cash utilization.
- Include all expected income and expenditure categories relevant to your business.
- Review assumptions periodically to ensure projections remain realistic and accurate.