

# Detailed Inflow and Outflow Cash Forecast Format (SME)

**Business Name:** \_\_\_\_\_

**Period:** \_\_\_\_\_

Category	Week 1	Week 2	Week 3	Week 4	Total
<b>Cash Inflows</b>					
Sales Receipts	10,000	11,000	10,500	12,000	43,500
Accounts Receivable Collection	2,000	1,500	1,200	1,800	6,500
Other Income	200	0	500	0	700
<b>Total Inflows</b>	<b>12,200</b>	<b>12,500</b>	<b>12,200</b>	<b>13,800</b>	<b>50,700</b>
<b>Cash Outflows</b>					
Inventory Purchases	4,000	3,500	4,200	3,800	15,500
Salaries & Wages	2,000	2,000	2,000	2,000	8,000
Rent	0	1,200	0	0	1,200
Utilities	400	350	380	360	1,490
Loan Repayment	500	0	0	500	1,000
Other Expenses	300	400	200	250	1,150
<b>Total Outflows</b>	<b>7,200</b>	<b>7,450</b>	<b>6,780</b>	<b>6,910</b>	<b>28,340</b>
<b>Net Cash Flow</b>	<b>5,000</b>	<b>5,050</b>	<b>5,420</b>	<b>6,890</b>	<b>22,360</b>
Opening Cash Balance	3,000	8,000	13,050	18,470	-
Closing Cash Balance	8,000	13,050	18,470	25,360	-

## Important Notes:

- Regularly update cash forecasts based on actual cash movement and revised projections.
- Include all expected inflows and outflows, even small or irregular items, for accurate forecasting.
- Monitor closing cash balances to ensure sufficient liquidity and avoid cash shortages.
- This forecast aids decision making for expenses, investments, and funding needs.

- Compare forecast with actual performance to refine future forecasting accuracy.