

Detailed Inflow and Outflow Cash Forecast Format (SME)

Business Name: _____

Period: _____

Category	Week 1	Week 2	Week 3	Week 4	Total
Cash Inflows					
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
Total Inflows	12,200	12,500	12,200	13,800	50,700
Cash Outflows					
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
Total Outflows	7,200	7,450	6,780	6,910	28,340
Net Cash Flow	5,000	5,050	5,420	6,890	22,360
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.