

Excel-Based Cash Flow Forecasting Template

For Small Enterprises

Cash Flow Items	Jan	Feb	Mar	Apr	May	Jun
Opening Balance	12,000	13,500	12,900	13,800	14,300	13,950
Cash Inflows						
Sales Revenue	6,000	7,200	8,000	7,800	7,600	7,900
Loan Receipts	0	0	2,000	0	0	0
Other Income	300	200	350	400	250	200
Total Inflows	6,300	7,400	10,350	8,200	7,850	8,100
Cash Outflows						
Purchases	2,500	3,000	4,000	3,500	3,600	3,700
Rent	800	800	800	800	800	800
Utilities	200	250	220	230	240	250
Salaries	1,500	1,500	1,500	1,500	1,500	1,600
Loan Repayment	0	250	250	250	250	250
Other Expenses	300	200	180	220	190	210
Total Outflows	5,300	6,000	6,950	6,500	6,580	6,810
Net Cash Movement	1,000	1,400	3,400	1,700	1,270	1,290
Closing Balance	13,000	14,900	16,300	15,500	15,570	15,240

Important Notes

- This template provides an estimate and should be updated regularly with actual figures.
- Forecasting cash flow helps identify funding gaps and periods of potential shortfall.
- Adjust cash inflows and outflows based on seasonality and expected changes.
- Review closing balances monthly to ensure sufficient liquidity for operations.
- Use this document to support business planning and decision-making.