

Common Sense Worksheet
Cash Flow Planning & Analysis

Date:

| Line | Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | Opening Balance | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2 | Add: Cash Contributions | | | | | | | | | | | | | \$0.00 |
| 3 | Net Cash Available (Line 1 plus Line 2) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 4 | ADD: CASH INFLOWS (Sources) | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | \$0.00 |
| 6 | | | | | | | | | | | | | | \$0.00 |
| 7 | | | | | | | | | | | | | | \$0.00 |
| 8 | | | | | | | | | | | | | | \$0.00 |
| 9 | | | | | | | | | | | | | | \$0.00 |
| 10 | Total Cash Inflows (Sum Line 5 to Line 9) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 11 | Total Cash Available (Line 3 plus Line 10) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 12 | LESS: CASH OUTFLOWS (Uses) | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | \$0.00 |
| 14 | | | | | | | | | | | | | | \$0.00 |
| 15 | | | | | | | | | | | | | | \$0.00 |
| 16 | | | | | | | | | | | | | | \$0.00 |
| 17 | | | | | | | | | | | | | | \$0.00 |
| 18 | | | | | | | | | | | | | | \$0.00 |
| 19 | | | | | | | | | | | | | | \$0.00 |
| 20 | | | | | | | | | | | | | | \$0.00 |
| 21 | | | | | | | | | | | | | | \$0.00 |
| 22 | | | | | | | | | | | | | | \$0.00 |
| 23 | | | | | | | | | | | | | | \$0.00 |
| 24 | | | | | | | | | | | | | | \$0.00 |
| 25 | | | | | | | | | | | | | | \$0.00 |
| 26 | | | | | | | | | | | | | | \$0.00 |
| 27 | | | | | | | | | | | | | | \$0.00 |
| 28 | | | | | | | | | | | | | | \$0.00 |
| 29 | | | | | | | | | | | | | | \$0.00 |
| 30 | | | | | | | | | | | | | | \$0.00 |
| 31 | Total Cash Outflows (Sum Line 13 - Line 30) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 32 | Total Cash Available (Line 11 minus Line 31) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Line 1: Month 1, enter opening balance, Weeks 2-4 Opening Balance is from Line 32, Total is same as Month 1

Line 2: Cash Contributions are new investments, loan proceeds, sale of assets, or other non-sales related revenues

Line 5: Line 9, enter Cash Inflows, identify sources (most would be from sales receipts)

Line 13: Line 30, enter Cash Outflows, identify uses (these are expenditures for direct and indirect costs)

Line 32: Positive or negative cash flow for month and year