

Common Sense Worksheet Cash Flow Planning & Analysis

Date:

Line	Week 1	Week 2	Week 3	Week 4	Total
1 Opening Balance		\$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
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
11 Total Cash Available (Line 3 plus Line 10)	\$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
32 Total Cash Available (Line 11 minus Line 31)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Line 1: Week 1, enter opening balance, Weeks 2-4 Opening Balance is from Line 32, Total is same as Week 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 each week and total for the period