

Example

Cash Flow Forecast

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Income													
Revenue grant	4,500	4,000	2,200	4,500			4,500	2,200		4,500			26,400
Capital grant		2,300											2,300
Membership	600	250				50			50				950
Donations	40	40	40	40	40	40	40	40	40	40	40	40	480
Fundraising				300				400			200		900
Total (A)	5,140	6,590	2,240	4,840	40	90	4,540	2,640	90	4,540	240	40	31,030
Expenditure													
Salary & NI	1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590	19,080
Volunteer Exp.	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Training						200				200			400
Rent	1,500						1,500						3,000
Heat & light			150			150			150			150	600
Telephone			400			400			400			400	1,600
Postage	150	150	30	30	30	30	30	150	30	30	30	30	720
Stationery	40	40	40	40	40	40	40	40	40	40	40	40	480
Insurance			250										250
Professional fees				200									200
Office equip.			2,300										2,300
Total (B)	3,480	1,980	4,960	2,060	1,860	2,610	3,360	1,980	2,410	2,060	1,860	2,410	31,030
Net cash flow (A-B)	1,660	4,610	(2,720)	2,780	(1,820)	(2,520)	1,180	660	(2,320)	2,480	(1,620)	(2,370)	-
Opening bank balance		1,660	6,270	3,550	6,330	4,510	1,990	3,170	3,830	1,510	3,990	2,370	-
Closing bank balance	1,660	6,270	3,550	6,330	4,510	1,990	3,170	3,830	1,510	3,990	2,370	-	-

Figure 4.