

CASH FLOW FORECASTING

Name: _____

Date: _____



Inquiries		Revenue		Expenses		Cash on Hand	
MONTH	INQUIRIES	MONTH	REVENUE	MONTH	EXPENSES	MONTH	CASH
January	_____	January	_____	January	_____	January	_____
February	_____	February	_____	February	_____	February	_____
March	_____	March	_____	March	_____	March	_____
April	_____	April	_____	April	_____	April	_____
May	_____	May	_____	May	_____	May	_____
June	_____	June	_____	June	_____	June	_____
July	_____	July	_____	July	_____	July	_____
August	_____	August	_____	August	_____	August	_____
September	_____	September	_____	September	_____	September	_____
October	_____	October	_____	October	_____	October	_____
November	_____	November	_____	November	_____	November	_____
December	_____	December	_____	December	_____	December	_____

Funds Available	
Operating account	\$ _____
Trust account	\$ _____
Accounts receivables	\$ _____
Additional accounts	\$ _____
PPP loan	\$ _____
Credit line	\$ _____
Loans	\$ _____
TOTAL:	\$ _____

Expense Reductions	
Employees on partial pay	\$ _____
Furlough/layoff some employees	\$ _____
Defer rent, mort, lease agreements	\$ _____
Reduce shareholder salaries	\$ _____
TOTAL:	\$ _____

Decisions to be Made
1.
2.
3.

Top 3 Insights

Top 3 Actions