

**SAMPLE COMPANY**  
**SHORT-TERM CASH FLOW FORECAST**  
**Week starting 10/1/18**

	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
	<u>10/1/2018</u>	<u>10/8/2018</u>	<u>10/15/2018</u>	<u>10/22/2018</u>	<u>10/29/2018</u>	<u>11/5/2018</u>	<u>11/12/2018</u>	<u>11/19/2018</u>	<u>11/26/2018</u>	<u>12/3/2018</u>	<u>12/10/2018</u>	<u>12/17/2018</u>	<u>12/24/2018</u>	
<b>STARTING CASH BALANCE</b>	<b>55,125</b>	<b>43,675</b>	<b>78,887</b>	<b>16,737</b>	<b>80,737</b>	<b>50,737</b>	<b>81,837</b>	<b>68,937</b>	<b>44,237</b>	<b>18,987</b>	<b>20,587</b>	<b>42,687</b>	<b>38,687</b>	<b>55,125</b>
<b>SOURCE OF CASH</b>														
<u>Operations</u>														
AR Collections	-	-	5,250	15,000	-	12,000	-	-	-	-	-	-	-	<b>32,250</b>
Sales	-	23,500	23,500	73,500	23,500	33,500	23,500	23,500	23,500	23,500	58,500	23,500	23,500	<b>377,000</b>
<b>Total Operations</b>	<b>-</b>	<b>23,500</b>	<b>28,750</b>	<b>88,500</b>	<b>23,500</b>	<b>45,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>58,500</b>	<b>23,500</b>	<b>23,500</b>	<b>409,250</b>
<u>Financing</u>														
Equity	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt	-	25,000	-	-	-	-	-	-	25,000	-	-	-	25,000	<b>75,000</b>
<b>Total Financing</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>75,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>-</b>	<b>48,500</b>	<b>28,750</b>	<b>88,500</b>	<b>23,500</b>	<b>45,500</b>	<b>23,500</b>	<b>23,500</b>	<b>48,500</b>	<b>23,500</b>	<b>58,500</b>	<b>23,500</b>	<b>48,500</b>	<b>484,250</b>
<b>USE OF FUNDS</b>														
Sales & Marketing	5,000	5,500	5,000	5,000	17,000	5,500	5,000	30,000	5,000	5,500	5,000	8,000	5,000	<b>106,500</b>
Inventory & Operations	-	5,000	36,250	16,000	-	7,500	1,250	17,000	35,000	15,000	1,250	18,000	25,000	<b>177,250</b>
Overhead	6,450	500	30,150	3,500	36,500	1,400	30,150	1,200	33,750	1,400	30,150	1,500	30,000	<b>206,650</b>
Accounts Payable	-	2,288	19,500	-	-	-	-	-	-	-	-	-	-	<b>21,788</b>
<b>TOTAL USE OF FUNDS</b>	<b>11,450</b>	<b>13,288</b>	<b>90,900</b>	<b>24,500</b>	<b>53,500</b>	<b>14,400</b>	<b>36,400</b>	<b>48,200</b>	<b>73,750</b>	<b>21,900</b>	<b>36,400</b>	<b>27,500</b>	<b>60,000</b>	<b>512,188</b>
Net Change in Cash	(11,450)	35,212	(62,150)	64,000	(30,000)	31,100	(12,900)	(24,700)	(25,250)	1,600	22,100	(4,000)	(11,500)	<b>(27,938)</b>
<b>ENDING CASH BALANCE</b>	<b>43,675</b>	<b>78,887</b>	<b>16,737</b>	<b>80,737</b>	<b>50,737</b>	<b>81,837</b>	<b>68,937</b>	<b>44,237</b>	<b>18,987</b>	<b>20,587</b>	<b>42,687</b>	<b>38,687</b>	<b>27,187</b>	<b>27,187</b>

Notes:

**SAMPLE COMPANY**  
**AR COLLECTIONS BY WEEK**  
**Week starting 10/1/18**

Customer	Invoice #	Due Date	Amount	1 10/1/2018	2 10/8/2018	3 10/15/2018	4 10/22/2018	5 10/29/2018	6 11/5/2018	7 11/12/2018	8 11/19/2018	9 11/26/2018	10 12/3/2018	11 12/10/2018	12 12/17/2018	13 12/24/2018	Total
Customer A	1000	10/24/2018	15,000				15,000										15,000
Customer B	1001	10/17/2018	5,250			5,250											5,250
Customer C	1002	11/7/2018	12,000						12,000								12,000
<b>TOTAL AR COLLECTIONS</b>			<b>32,250</b>	-	-	5,250	15,000	-	12,000	-	-	-	-	-	-	-	32,250

Notes:

**SAMPLE COMPANY**  
**SALES FORECAST**  
**Week starting 10/1/18**

	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
	10/1/2018	10/8/2018	10/15/2018	10/22/2018	10/29/2018	11/5/2018	11/12/2018	11/19/2018	11/26/2018	12/3/2018	12/10/2018	12/17/2018	12/24/2018	
<b>Recurring Revenue</b>														
Customer 1	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	162,500
Customer 2	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	97,500
Customer 3	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	45,500
<b>Total Recurring Revenue</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>305,500</b>
<b>Non-Recurring Revenue</b>														
Customer A			50,000							35,000				85,000
Customer B					10,000									10,000
Customer C													25,000	25,000
<b>Total Non-Recurring Revenue</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>120,000</b>
<b>TOTAL SALES</b>	<b>23,500</b>	<b>23,500</b>	<b>73,500</b>	<b>23,500</b>	<b>33,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>58,500</b>	<b>23,500</b>	<b>23,500</b>	<b>48,500</b>	<b>425,500</b>
<b>TOTAL SALES COLLECTED</b>		<b>23,500</b>	<b>23,500</b>	<b>73,500</b>	<b>23,500</b>	<b>33,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>58,500</b>	<b>23,500</b>	<b>23,500</b>	<b>377,000</b>

Notes:

- Sales are collected on 30-day terms

**SAMPLE COMPANY  
SALES AND MARKETING FORECAST  
Week starting 10/1/18**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>Total</b>
	<b><u>10/1/2018</u></b>	<b><u>10/8/2018</u></b>	<b><u>10/15/2018</u></b>	<b><u>10/22/2018</u></b>	<b><u>10/29/2018</u></b>	<b><u>11/5/2018</u></b>	<b><u>11/12/2018</u></b>	<b><u>11/19/2018</u></b>	<b><u>11/26/2018</u></b>	<b><u>12/3/2018</u></b>	<b><u>12/10/2018</u></b>	<b><u>12/17/2018</u></b>	<b><u>12/24/2018</u></b>	
Advertising	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	65,000
Trade shows					12,000							3,000		15,000
Website update								25,000						25,000
Other		500				500				500				1,500
<b>TOTAL SALES &amp; MARKETING</b>	<b>5,000</b>	<b>5,500</b>	<b>5,000</b>	<b>5,000</b>	<b>17,000</b>	<b>5,500</b>	<b>5,000</b>	<b>30,000</b>	<b>5,000</b>	<b>5,500</b>	<b>5,000</b>	<b>8,000</b>	<b>5,000</b>	<b>106,500</b>

Notes:

**SAMPLE COMPANY**  
**INVENTORY & OPERATIONS FORECAST**  
**Week starting 10/1/18**

	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
	<u>10/1/2018</u>	<u>10/8/2018</u>	<u>10/15/2018</u>	<u>10/22/2018</u>	<u>10/29/2018</u>	<u>11/5/2018</u>	<u>11/12/2018</u>	<u>11/19/2018</u>	<u>11/26/2018</u>	<u>12/3/2018</u>	<u>12/10/2018</u>	<u>12/17/2018</u>	<u>12/24/2018</u>	
<u>Inventory Purchases</u>														
Component purchases				16,000					35,000				25,000	76,000
Finished Goods purchases			35,000					17,000				18,000		70,000
<b>Total Inventory Purchases</b>	-	-	<b>35,000</b>	<b>16,000</b>	-	-	-	<b>17,000</b>	<b>35,000</b>	-	-	<b>18,000</b>	<b>25,000</b>	<b>146,000</b>
<u>Warehousing &amp; Logistics</u>														
3PL Fees		5,000				7,500				15,000				27,500
Shipping			1,250				1,250				1,250			3,750
<b>Total Warehousing &amp; Logistics</b>	-	<b>5,000</b>	<b>1,250</b>	-	-	<b>7,500</b>	<b>1,250</b>	-	-	<b>15,000</b>	<b>1,250</b>	-	-	<b>31,250</b>
<b>TOTAL INVENTORY &amp; OPS</b>	-	<b>5,000</b>	<b>36,250</b>	<b>16,000</b>	-	<b>7,500</b>	<b>1,250</b>	<b>17,000</b>	<b>35,000</b>	<b>15,000</b>	<b>1,250</b>	<b>18,000</b>	<b>25,000</b>	<b>177,250</b>

Notes:

**SAMPLE COMPANY**  
**OVERHEAD FORECAST BY WEEK**  
**Week starting 10/1/18**

	1	2	3	4	5	6	7	8	9	10	11	12	13	Total
	<u>10/1/2018</u>	<u>10/8/2018</u>	<u>10/15/2018</u>	<u>10/22/2018</u>	<u>10/29/2018</u>	<u>11/5/2018</u>	<u>11/12/2018</u>	<u>11/19/2018</u>	<u>11/26/2018</u>	<u>12/3/2018</u>	<u>12/10/2018</u>	<u>12/17/2018</u>	<u>12/24/2018</u>	
Payroll			30,000		30,000		30,000		30,000		30,000		30,000	<b>180,000</b>
Travel & Entertainment				3,500				1,200						<b>4,700</b>
Office Expenses		500				500				500		1,500		<b>3,000</b>
Professional Services					2,750									<b>2,750</b>
Rent	3,750				3,750				3,750					<b>11,250</b>
Insurance	1,800													<b>1,800</b>
IT Expense	900					900				900				<b>2,700</b>
Other			150				150				150			<b>450</b>
<b>TOTAL OVERHEAD</b>	<b>6,450</b>	<b>500</b>	<b>30,150</b>	<b>3,500</b>	<b>36,500</b>	<b>1,400</b>	<b>30,150</b>	<b>1,200</b>	<b>33,750</b>	<b>1,400</b>	<b>30,150</b>	<b>1,500</b>	<b>30,000</b>	<b>206,650</b>

Notes:

**SAMPLE COMPANY**  
**ACCOUNTS PAYABLE PAYMENTS**  
**Week starting 10/1/18**

Vendor	Invoice #	Due Date	Amount	1 10/1/2018	2 10/8/2018	3 10/15/2018	4 10/22/2018	5 10/29/2018	6 11/5/2018	7 11/12/2018	8 11/19/2018	9 11/26/2018	10 12/3/2018	11 12/10/2018	12 12/17/2018	13 12/24/2018	Total
Vendor A	155689	10/8/2018	500		500												500
Vendor B	AB589	10/9/2018	1,788		1,788												1,788
Vendor C	71258-98	10/16/2018	19,500			19,500											19,500
<b>TOTAL VENDOR PAYMENTS</b>			<b>21,788</b>	-	<b>2,288</b>	<b>19,500</b>	-	-	-	-	-	-	-	-	-	-	<b>21,788</b>

Notes: