

PROJECTED CASHFLOW REQUIREMENTS WORKSHEET

Starting Cash on Hand:													
	Months												12 Month Totals
Cash on Hand	1	2	3	4	5	6	7	8	9	10	11	12	
Beginning of Month													
Cash Sales													
Total Cash Available													
Cash Paid Out													
Payroll													
Payroll Taxes (15%)													
Rent/Mortgage													
Utilities													
Telephone													
General Office Supplies													
Postage													
Equipment Rental													
Contract Labor													
Marketing/Advertising/Web													
Accounting & Legal													
Insurance													
Travel													
Rent/Lease Vehicles													
Repairs & Maintenance													
Licenses													
Taxes-Other													
Meals & Entertainment													
Dues & Subscriptions													
Memberships													
Interest													
Miscellaneous													
Other:													
Total Cash Paid Out													
Cash on hand (-Short)													

- Instructions:**
- 1: Put the amount of your starting cash on hand in the green box at the top of the page.
 - 2: This amount will automatically be transferred to the Beginning of Month cell for Month 1.
 - 3: At the end of each month, your cash on hand (or shortfall) will automatically appear as the Beginning of the Month total for the next month.