

HOW TO COMPLETE A ROLLING WEEKLY CASHFLOW PROJECTION

The Business Benchmark Group Rolling Weekly Cashflow Projection tool is an excel formulated spreadsheet and doesn't need anything other than enter the projected numbers.

There are 3 tabs at the bottom (Summary, Cash IN and Cash OUT).

This tool will enable you to be able to predict your Cashflow, the Ins and the Outs for at least the next 26 weeks.

There are the following worksheets within the Excel document:

SUMMARY Page:

Highlighted in yellow - Date change, Starting Balance in Bank and Credit limit amount (if you have any) are the only 3 areas that need your input at the start and thereafter everything else is auto populated from the Cash IN and Cash Out tabs.

PLEASE REMEMBER THIS GOLDEN RULE - everything is GST inclusive when it comes to Cashflow projections.

CASH IN Page:

- Debtors – add all debtors and when they fall due
- Projected Sales in your current pipeline (quote register) and when you anticipate they will be converted and when the deposit will be paid
- Your regular revenue/sales as a minimum every week
- Any capital or investible cash injections in the next 26 weeks

CASH OUT Page:

- Creditors that you owe money to that will be due and payable
- Regular weekly/monthly payments and when they fall due, including Overhead or Operating Expenses including HR, (be specific by either department or individuals).
- Tax and other statutory obligations
- Loan repayments etc

HOW TO KEEP THE CASHFLOW UP TO DATE:

Once you've created your 26-week projection, on a weekly basis confirm what occurred vs what was projected and Save as WK1 (as an example). Anything that was projected that didn't happen in the week either gets moved forward to different week or is deleted.