

Cash Flow Projection Worksheet Sections

- (A) Beginning Cash Balance**
- (B), (C) & (D) Cash From Operations**
 - **(B) Cash In from Operations**
 - **(C1) Variable Expenses**
 - **(C2) Operating Expenses**
 - **(D) Net Operating Cash**
- (E) Cash From Investment or Loan Activities**
 - **(E1) Other Cash In**
 - **(E2) Other Cash Out**
- (F) Net Monthly Cash**
- (G) Ending Cash Balance**

Sample Chart of Accounts

<u>Account #</u>	<u>Description</u>
<i>Asset Accounts:</i>	
100	Cash On Hand
101	Cash in the Bank
102	Petty Cash
105	Inventory
110	Equipment (Net)
111	Accum Deprec-Equip
<i>Liability Accounts:</i>	
200	Accounts Payable
210	Payroll Taxes Payable
<i>Capital Accounts:</i>	
300	Owner's Equity
310	Owner's Draw
<i>Revenue Accounts:</i>	
400	Sales
401	Product #1 Sales
402	Product #2 Sales
403	Service #1 Sales
410	Interest Income
420	Other Income

Sample Chart of Accounts_{—cont'd}

<u>Account #</u>	<u>Description</u>
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Expense Accounts:

500	Inventory Purchases
600	Advertising
610	Auto Expense
620	Bank Charges
630	Dues & Subscriptions
640	Insurance
650	Licenses
660	Office Expense
670	Miscellaneous
700	Payroll Taxes
710	Professional Services
720	Rent
730	Supplies
740	Telephone
750	Travel
760	Utilities

Start-Up Expenses Worksheet

START UP EXPENSES WORKSHEET

Months	START UP	1 January
(A) BEGINNING CASH BALANCE		
(B) CASH IN FROM OPERATIONS		
Operating Cash In		
Total Operating Cash In (B)	None	
(C) OPERATING CASH OUT		
(C1) Variable Expenses (Cost of Goods Sold)		
6. Inventory Purchases		
7. Materials		
8. Film Processing		
9. Other Direct Labor		
10. Commissions		
11. Other		
Total Variable Expenses (C1)		
(C2) Operating Expenses		
12. Advertising		
13. Bank Service Charge		
14. Credit Card Fees		
15. Delivery		
16. Health Insurance		
17. Insurance		
18. Interest		
19. Miscellaneous		
20. Office		
21. Payroll		
22. Payroll Taxes		
23. Professional Fees		
24. Rent or Lease		
25. Salary (owner)		
26. Subscriptions and Dues		
27. Supplies		
28. Taxes and Licenses		
29. Utilities and Telephone		
30. Other:		
Total Operating Expenses (C2)		
(D) Net Operating Cash (B - C1 - C2)		
(E) CASH FROM INVESTMENT or LOAN ACTIVITIES		
(E1) Other Cash In		
31. Investments in Business		
32. Loan Proceeds		
33. Other:		
Total Other Cash In (E1)		
(E2) Other Cash Out		
34. Capital Purchases (Assets)		
35. Loan Principal Payments		
36. Other:		
Total Other Cash Out (E2)		
(E) Net Other Cash (E1 - E2)		
(F) Net Monthly Cash (D + E)		
(G) Ending Cash Balance (A + F)		

Operating Cash Out Worksheet

CASH FLOW PROJECTION WORKSHEET—January through June

Months	START UP	1 January	2 February	3 March	4 April	5 May	6 June
(A) BEGINNING CASH BALANCE							
(B) CASH IN FROM OPERATIONS							
(C) OPERATING CASH OUT							
(C1) Variable Expenses (Cost of Goods Sold)							
6. Inventory Purchases							
7. Materials							
8. Processing							
9. Other Direct Labor							
10. Commissions							
11. Other							
Total Variable Expenses (C1)							
(C2) Operating Expenses							
12. Advertising							
13. Bank Service Charge							
14. Credit Card Fees							
15. Delivery							
16. Health Insurance							
17. Insurance							
18. Interest							
19. Miscellaneous							
20. Office							
21. Payroll							
22. Payroll Taxes							
23. Professional Fees							
24. Rent or Lease							
25. Salary (owner)							
26. Subscriptions and Dues							
27. Supplies							
28. Taxes and Licenses							
29. Utilities and Telephone							
30. Other:							
Total Operating Expenses (C2)							
(D) Net Operating Cash (B - C1 - C2)							

Operating Cash In Worksheet

Product/Service Sales Forecast

Months	1 Jan	2 Feb	3 Mar	4 Apr	5 May	6 Jun
Product/Service #1:						
Units Sold						
Price per Unit						
Total Sales						
Product/Service #2:						
Units Sold						
Price per Unit						
Total Sales						
Product/Service #3:						
Units Sold						
Price per Unit						
Total Sales						
Total - All Product/ Service Sales						

CASH FLOW PROJECTION WORKSHEET - January through June

Months	START UP	1 January	2 February	3 March	4 April	5 May	6 June
(A) BEGINNING CASH BALANCE							
(B) CASH IN FROM OPERATIONS							
Operating Cash In							
1. #1 Product/Service							
2. #2 Product/Service							
3. #3 Product/Service							
4. #4 Product/Service							
5. #5 Product/Service							
Total Operating Cash In (B)							
(C) OPERATING CASH OUT							

Michele's Photo Studio—Blank Worksheet

MONTHLY CASH FLOW PROJECTION WORKSHEET

Months	START UP	1 January	2 February	3 March	Quarter Subtotal
(A) BEGINNING CASH BALANCE					
(B) CASH IN FROM OPERATIONS					
Operating Cash In					
1. #1 Wedding Package					
2. #2 Graduation Package					
3. #3 Portrait Package					
4. #4 Frames					
5. #5 Albums					
Total Operating Cash In (B)					
(C) OPERATING CASH OUT					
(C1) Variable Expenses (Cost of Goods Sold)					
6. Inventory Purchases					
7. Materials					
8. Film Processing					
9. Other Direct Labor					
10. Commissions					
11. Other					
Total Variable Expenses (C1)					
(C2) Operating Expenses					
12. Advertising					
13. Bank Service Charge					
14. Credit Card Fees					
15. Delivery					
16. Health Insurance					
17. Insurance					
18. Interest					
19. Miscellaneous					
20. Office					
21. Payroll					
22. Payroll Taxes					
23. Professional Fees					
24. Rent or Lease					
25. Salary (owner)					
26. Subscriptions and Dues					
27. Supplies					
28. Taxes and Licenses					
29. Utilities and Telephone					
30. Other: Auto Fuel					
Total Operating Expenses (C2)					
(D) Net Operating Cash (B - C1 - C2)					
(E) CASH FROM INVESTMENT or LOAN ACTIVITIES					
(E1) Other Cash In					
31. Investments in Business					
32. Loan Proceeds					
33. Other:					
Total Other Cash In (E1)					
(E2) Other Cash Out					
34. Capital Purchases (Assets)					
35. Loan Principal Payments					
36. Other:					
Total Other Cash Out (E2)					
(E) Net Other Cash (E1 - E2)					
(F) Net Monthly Cash (D + E)					
(G) Ending Cash Balance (A + F)					

Michele's Photo Studio—Start-Up Expenses

START UP EXPENSES WORKSHEET—Michele's Photography Studio

Months	START UP	1 January
(A) BEGINNING CASH BALANCE	1,000	(1,567)
(B) CASH IN FROM OPERATIONS		
Operating Cash In		
1. #1 Wedding Package		
2. #2 Graduation Package		
3. #3 Portrait Package		
4. #4 Frames		
5. #5 Albums		
Total Operating Cash In (B)	0	
(C) OPERATING CASH OUT		
(C1) Variable Expenses (Cost of Goods Sold)		
6. Inventory Purchases	500	
7. Materials		
8. Film Processing		
9. Other Direct Labor		
10. Commissions		
11. Other		
Total Variable Expenses (C1)	500	
(C2) Operating Expenses		
12. Advertising	314	
13. Bank Service Charge	58	
14. Credit Card Fees		
15. Delivery		
16. Health Insurance		
17. Insurance	50	
18. Interest		
19. Miscellaneous		
20. Office	45	
21. Payroll		
22. Payroll Taxes		
23. Professional Fees		
24. Rent or Lease		
25. Salary (owner)		
26. Subscriptions and Dues		
27. Supplies	550	
28. Taxes and Licenses	50	
29. Utilities and Telephone		
30. Other: Auto Fuel		
Total Operating Expenses (C2)	1,067	
(D) Net Operating Cash (B - C1 - C2)	(1,567)	
(E) CASH FROM INVESTMENT or LOAN ACTIVITIES		
(E1) Other Cash In		
31. Investments in Business		
32. Loan Proceeds		
33. Other:		
Total Other Cash In (E1)	0	
(E2) Other Cash Out		
34. Capital Purchases (Assets)	1,000	
35. Loan Principal Payments		
36. Other:		
Total Other Cash Out (E2)	1,000	
(E) Net Other Cash (E1 - E2)	(1,000)	
(F) Net Monthly Cash (D + E)	(2,567)	
(G) Ending Cash Balance (A + F)	(1,567)	

Michele's Photo Studio—Completed Worksheet

MONTHLY CASH FLOW PROJECTION WORKSHEET - Michele's Photography Studio

Months	START UP	1 January	2 February	3 March	Quarter Subtotal
(A) BEGINNING CASH BALANCE	1,000	(1,567)	(849)	(361)	1,000
(B) CASH IN FROM OPERATIONS					
Operating Cash In					
1. #1 Wedding Package		600	600	600	1,800
2. #2 Graduation Package		550	275	275	1,100
3. #3 Portrait Package		125	125	125	375
4. #4 Frames		55	65	75	195
5. #5 Albums		125	155	155	435
Total Operating Cash In (B)	0	1,455	1,220	1,230	3,905
(C) OPERATING CASH OUT					
(C1) Variable Expenses (Cost of Goods Sold)					
6. Inventory Purchases	500				500
7. Materials		50	45	60	155
8. Film Processing		10	10	10	30
9. Other Direct Labor					
10. Commissions					
11. Other					
Total Variable Expenses (C1)	500	60	55	70	685
(C2) Operating Expenses					
12. Advertising	314	50	50	50	464
13. Bank Service Charge	58				58
14. Credit Card Fees					
15. Delivery					
16. Health Insurance					
17. Insurance	50	22	22	22	116
18. Interest					
19. Miscellaneous					
20. Office	45				45
21. Payroll					
22. Payroll Taxes					
23. Professional Fees				50	50
24. Rent or Lease					
25. Salary (owner)		500	500	500	1,500
26. Subscriptions and Dues		15	15	15	45
27. Supplies	550				550
28. Taxes and Licenses	50				50
29. Utilities and Telephone		70	70	70	210
30. Other: Auto Fuel		20	20	20	60
Total Operating Expenses (C2)	1,067	677	677	727	3,148
(D) Net Operating Cash (B - C1 - C2)	(1,567)	718	488	433	72
(E) CASH FROM INVESTMENT or LOAN ACTIVITIES					
(E1) Other Cash In					
31. Investments in Business					
32. Loan Proceeds					
33. Other:					
Total Other Cash In (E1)	0	0	0	0	0
(E2) Other Cash Out					
34. Capital Purchases (Assets)	1,000				1,000
35. Loan Principal Payments					
36. Other:					
Total Other Cash Out (E2)	1,000	0	0	0	1,000
(E) Net Other Cash (E1 - E2)	(1,000)	0	0	0	(1,000)
(F) Net Monthly Cash (D + E)	(2,567)	718	488	433	(928)
(G) Ending Cash Balance (A + F)	(1,567)	(849)	(361)	72	72

Michele's Photo Studio—What If I Borrow \$2000?

MONTHLY CASH FLOW PROJECTION WORKSHEET—"What If"... Michele Borrows \$2000

Months	START UP	1 January	2 February	3 March	Quarter Subtotal
(A) BEGINNING CASH BALANCE	1,000	433	1,091	1,519	1,000
(B) CASH IN FROM OPERATIONS					
Operating Cash In					
1. #1 Wedding Package		600	600	600	1,800
2. #2 Graduation Package		550	275	275	1,100
3. #3 Portrait Package		125	125	125	375
4. #4 Frames		55	65	75	195
5. #5 Albums		125	155	155	435
Total Operating Cash In (B)	0	1,455	1,220	1,230	3,905
(C) OPERATING CASH OUT					
(C1) Variable Expenses (Cost of Goods Sold)					
6. Inventory Purchases	500				500
7. Materials		50	45	60	155
8. Film Processing		10	10	10	30
9. Other Direct Labor					
10. Commissions					
11. Other					
Total Variable Expenses (C1)	500	60	55	70	685
(C2) Operating Expenses					
12. Advertising	314	50	50	50	464
13. Bank Service Charge	58				58
14. Credit Card Fees					
15. Delivery					
16. Health Insurance					
17. Insurance	50	22	22	22	116
18. Interest		10	10	10	30
19. Miscellaneous					
20. Office	45				45
21. Payroll					
22. Payroll Taxes					
23. Professional Fees				50	50
24. Rent or Lease					
25. Salary (owner)		500	500	500	1,500
26. Subscriptions and Dues		15	15	15	45
27. Supplies	550				550
28. Taxes and Licenses	50				50
29. Utilities and Telephone		70	70	70	210
30. Other: Auto Fuel		20	20	20	60
Total Operating Expenses (C2)	1,067	687	687	737	3,178
(D) Net Operating Cash (B - C1 - C2)	(1,567)	708	478	423	42
(E) CASH FROM INVESTMENT or LOAN ACTIVITIES					
(E1) Other Cash In					
31. Investments in Business					
32. Loan Proceeds	2,000				2,000
33. Other:					
Total Other Cash In (E1)	2,000	0	0	0	2,000
(E2) Other Cash Out					
34. Capital Purchases (Assets)	1,000				1,000
35. Loan Principal Payments		50	50	50	150
36. Other:					
Total Other Cash Out (E2)	1,000	50	50	50	1,150
(E) Net Other Cash (E1 - E2)	1,000	(50)	(50)	(50)	850
(F) Net Monthly Cash (D + E)	(567)	658	428	373	892
(G) Ending Cash Balance (A + F)	433	1,091	1,519	1,892	1,892

Michele's Photo Studio—What If No Wedding Sales?

MONTHLY CASH FLOW PROJECTION WORKSHEET—"What If"... No Wedding Sales

Months	START UP	1 January	2 February	3 March	Quarter Subtotal
(A) BEGINNING CASH BALANCE	1,000	433	491	319	1,000
(B) CASH IN FROM OPERATIONS					
Operating Cash In					
1. #1 Wedding Package		0	0	0	0
2. #2 Graduation Package		550	275	275	1,100
3. #3 Portrait Package		125	125	125	375
4. #4 Frames		55	65	75	195
5. #5 Albums		125	155	155	435
Total Operating Cash In (B)	0	855	620	630	2,105
(C) OPERATING CASH OUT					
(C1) Variable Expenses (Cost of Goods Sold)					
6. Inventory Purchases	500				500
7. Materials		50	45	60	155
8. Film Processing		10	10	10	30
9. Other Direct Labor					
10. Commissions					
11. Other					
Total Variable Expenses (C1)	500	60	55	70	685
(C2) Operating Expenses					
12. Advertising	314	50	50	50	464
13. Bank Service Charge	58				58
14. Credit Card Fees					
15. Delivery					
16. Health Insurance					
17. Insurance	50	22	22	22	116
18. Interest		10	10	10	30
19. Miscellaneous					
20. Office	45				45
21. Payroll					
22. Payroll Taxes					
23. Professional Fees				50	50
24. Rent or Lease					
25. Salary (owner)		500	500	500	1,500
26. Subscriptions and Dues		15	15	15	45
27. Supplies	550				550
28. Taxes and Licenses	50				50
29. Utilities and Telephone		70	70	70	210
30. Other: Auto Fuel		20	20	20	60
Total Operating Expenses (C2)	1,067	687	687	737	3,178
(D) Net Operating Cash (B - C1 - C2)	(1,567)	108	(122)	(177)	(1,758)
(E) CASH FROM INVESTMENT or LOAN ACTIVITIES					
(E1) Other Cash In					
31. Investments in Business					
32. Loan Proceeds	2,000				2,000
33. Other:					
Total Other Cash In (E1)	2,000	0	0	0	2,000
(E2) Other Cash Out					
34. Capital Purchases (Assets)	1,000				1,000
35. Loan Principal Payments		50	50	50	150
36. Other:					
Total Other Cash Out (E2)	1,000	50	50	50	1,150
(E) Net Other Cash (E1 - E2)	1,000	(50)	(50)	(50)	850
(F) Net Monthly Cash (D + E)	(567)	58	(172)	(227)	(908)
(G) Ending Cash Balance (A + F)	433	491	319	92	92

Sample Income Statement

Your Business Income Statement
For the Year Ended
December 31, 20__

NET SALES

Product Sales	\$ 630	
Services Sales	<u>3275</u>	
Total Net Sales		\$ 3905

COST OF GOODS SOLD

Beginning Inventory	\$ 0	
Plus Purchases	500	
Less Ending Inventory	<u>(185)</u>	315
Other Direct Labor		0
Other Materials Expense	<u>185</u>	
Total Cost of Goods Sold		<u>\$ 500</u>

GROSS PROFIT **\$ 3405**

OPERATING EXPENSES

Advertising	\$ 464	
Bank Charges and Interest	88	
Insurance	116	
Office	45	
Professional Fees	50	
Salaries (Indirect Wages/Benefits)	1500	
Subscriptions and Dues	45	
Supplies	550	
Taxes and Licenses	50	
Utilities	210	
Miscellaneous	60	
Depreciation	<u>100</u>	
Total Operating Expenses		<u>\$ 3278</u>

NET PROFIT (LOSS) BEFORE TAXES **\$ 127**

Income Taxes Due **0**

NET PROFIT AFTER TAXES **\$ 127**

Sample Balance Sheet

Your Business
Balance Sheet
As of December 31, 20__

Balance Sheet
Formula:
Assets =
Liabilities + Owner's
Equity

ASSETS

Current Assets

Cash	\$ 1892
Accounts Receivable	0
Inventory	185
Other	<u>0</u>

Total Current Assets

\$ 2077

Fixed Assets

Equipment	\$ 1000
Less Accum Depreciation	(100)
Furniture and Fixtures	0
Less Accum Depreciation	<u>0</u>

Total Fixed Assets

\$ 900

TOTAL ASSETS

\$ 2977

LIABILITIES

Current Liabilities

Accounts Payable	\$ 0
Payroll Tax, due not paid	0
Sales Tax, due not paid	<u>0</u>

Total Current Liabilities

\$ 0

Long Term Liabilities

Notes Payable	\$ 1850
Mortgages Payable	<u>0</u>

Total Long Term Liabilities

\$ 1850

TOTAL LIABILITIES

\$ 1850

OWNER'S EQUITY

\$ 1127

TOTAL LIABILITES TOTAL EQUITY

\$ 2977