**Cashflow Forecast At A Glance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Jan** | **Feb** | **March** | **Total** |
| [**Income** (money coming in)\*](#Income) |  |  |  |  |
| Sales | 2,000 | 2,000 | 2,500 | 6,500 |
| Personal Investment | 2,500 |  |  | 2,500 |
| **TOTAL INCOME** | **4,500** | **2,000** | **2,500** | **9,000** |
|  |  |  |  |  |
| [**Costs** (money going out)\*](#Costs) |  |  |  |  |
| Wages |  |  | 500 | 500 |
| Drawings | 1,000 | 1,000 | 1,000 | 3,000 |
| Rent | 150 | 150 | 150 | 450 |
| Computer | 40 | 40 | 40 | 120 |
| Initial equipment | 2,500 |  |  | 2,500 |
| Electricity | 85 |  |  | 85 |
| Telephone | 30 | 30 | 30 | 90 |
| Marketing |  | 250 | 350 | 850 |
| Ingredients | 250 | 250 | 350 | 850 |
| **TOTAL COSTS** | **4,055** | **1,720** | **2,320** | **8,095** |
|  |  |  |  |  |
| [**NET CASHFLOW\***](#Net) | 445 | 280 | 180 | 905 |
|  |  |  |  |  |
| [Opening Balance\*](#Opening) | 0 | 445 | 725 | 0 |
| [Closing Balance\*](#Closing) | 445 | 725 | 905 | 905 |

**NOTE: If you are VAT registered, you should also include a line for VAT in your costs.**

**Income –** The main source of income is sales, including VAT. Other income may include investment you have made into the business, bank loans or grants.

**Costs –** Includes capital and revenue costs, including VAT. Capital costs have long term benefit and are usually paid at time of purchase with depreciation paid over time. Revenue costs include fixed costs/overheads (for day to day running) and direct/variable costs (related to level of production).

**Net Cashflow –** This is the difference each month between total income and total costs.

**Opening Balance –** This is the amount the business starts with each month.

**Closing Balance –** Closing balance = opening balance + net cashflow. A negative closing balance means the business needs additional funding (overdraft or loan).