

Cash Flow is Reality



Sample weekly cash position checklist:

Cash & Bank:	£	£
Money in current account	3,000	
ADD Money in deposit account	5,000	
ADD Cash in hand	200	
TOTAL AVAILABLE BANK/CASH	8,200	
Cheques not yet cashed by payee	3,000	
ADD new cheques/standing orders/ direct debits	2,000	
LESS Money paid into bank	(4,000)	
POTENTIAL CHANGE TO ACCOUNT		7,200
Customers Money:		
Invoices outstanding to us b/f	12,000	
ADD new invoices issued	8,000	
LESS invoices paid to us	(6,000)	
INVOICES OUTSTANDING c/f		14,000
Suppliers Money:		
Bills to pay outstanding b/f	11,000	
ADD new bills received	4,000	
LESS bills paid	(8,000)	
BILLS OUTSTANDING c/f		7,000

This is a simple way to monitor your weekly cash position and you should set this up so it becomes automatic