| Period (eg month) | 1 | 2 | 3 | 4 | 5 | 6 | etc | Total |
|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ | |
| **RECEIPTS** (Enter these in the month you expect to receive the cash) | | | | | | | | |
| Cash Receipts from Customers | | | | | | | | |
| Credit Receipts from Customers | | | | | | | | |
| Interest Received | | | | | | | | |
| less: | | | | | | | | |
| Bad debts on Credit sales | | | | | | | | |
| Discounts allowed | | | | | | | | |
| Sales Receipts - A | | | | | | | | |
| **SOURCES OF FINANCE** | | | | | | | | |
| Own Funds | | | | | | | | |
| Borrowings | | | | | | | | |
| Other Sources | | | | | | | | |
| Total Other Sources - B | | | | | | | | |
| TOTAL RECEIPTS (A+B) | | | | | | | | |
| **PAYMENTS** (Enter these in the month you expect to make the payments, not necessarily when you received the goods or services) | | | | | | | | |
| Stocks & material purchases for cash | | | | | | | | |
| Stocks & material purchases on credit | | | | | | | | |
| Rent & rates | | | | | | | | |
| Utilities (Gas, water etc) | | | | | | | | |
| Insurances | | | | | | | | |
| Office/Stationery costs | | | | | | | | |
| Telephone/Internet etc | | | | | | | | |
| Vehicle costs | | | | | | | | |
| Repairs and maintenance | | | | | | | | |
| Accounting/Legal fees | | | | | | | | |
| Marketing costs | | | | | | | | |
| Travel & subsistence costs | | | | | | | | |
| Employee costs (including Employers NIC) | | | | | | | | |
| Pension costs | | | | | | | | |
| Bank charges | | | | | | | | |
| Interest paid | | | | | | | | |
| Other trading payments | | | | | | | | |
| Trading Payments - C | | | | | | | | |
| OTHER PAYMENTS | | | | | | | | |
| VAT (net) - could also be a receipt | | | | | | | | |
| Taxation | | | | | | | | |
| Purchase of Business Assets | | | | | | | | |
| Other payments | | | | | | | | |
| Loan repayments | | | | | | | | |
| Total Other Payments - D | | | | | | | | |
| TOTAL PAYMENTS (C+D) | | | | | | | | |
| Net Inflow/Outflow (Receipts less Payments) - E | | | | | | | | |
| Cash/Bank balances brought forward - F | | | | | | | | |
| Cash/Bank balances carried forward (E+F) | | | | | | | | |