Working with a Cash Flow Statement

1. In the table below fill in the amount of cash that you received from October 1, 2020 until today. (Rows 1-4)
2. Total the amount of cash received from October 2 until today.
3. Enter the cash you spent a=so far this month. (Rows A-F)
4. Total the cash spent so far this month.
5. Subtract the amount spent from the amount received for each month.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Source | Amount Received October 1-October 14 | Amount Received Oct. 15-31. |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 | Totals |  |  |
|  | Supplier (where spent) | Amount spent  Oct. 1-14 | Amount spent.  Oct. 15-31 |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |
| F |  |  |  |
|  | Total |  |  |
|  | CASH BALANCE:  Subtract the total Spent from the total Received |  |  |
|  | Cumulative Total |  |  |
|  |  |  |  |
|  | Add the Cash Balance from Nov. to the Cash Balance for December. |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CASH FLOW Actual** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CASH IN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sales Paid |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Accounts Rec. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loans |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other Cash |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL IN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CASH OUT** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drawings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Materials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bank Fees |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lease Expenses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Licenses/Fees |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Office Expenses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rent |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Repairs and Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Auto |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wages |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loan - Interest |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loan-Principle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Expenses** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Monthly Position |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cumulative |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



Income Statement (Profit and Loss)

A statement that records the performance of a business by comparing the money generated by the business to the cost of making and/or selling the product plus the cost of operating the business.

|  |  |  |
| --- | --- | --- |
| **Revenue** | Amount | % |
| Sales |  |  |
| Interest earned |  |  |
| Total Sales |  |  |
|  |  |  |
| **Cost of Goods Sold** |  |  |
| Starting inventory |  |  |
| Purchases |  |  |
| Ending Inventory |  |  |
| Cost of Goods Sold |  |  |
| Gross Profit  (Total Revenue – C.O.G.S) |  |  |
|  |  |  |
| Operating Expenses |  |  |
| Wages |  |  |
| Loan Interest |  |  |
| Advertising |  |  |
| Bank Fees |  |  |
| Insurance |  |  |
| Office Expenses |  |  |
| License/Fees |  |  |
| Rent |  |  |
| Repairs and Maintenance |  |  |
| Travel & Auto |  |  |
| Telephone |  |  |
| Utilities |  |  |
| Total Operating Expenses |  |  |
| Net Profit |  |  |
| Drawings |  |  |

Balance Sheet

A statement that records what a company owns and what a company owes

|  |  |  |  |
| --- | --- | --- | --- |
| **OWNS (Assets)** | **Amount** | **OWES (Liabilities)** | **Amount** |
| **Current Assets** |  | **Short Term (1 year)** |  |
| Cash  Inventory  Accounts Receivable |  | Accounts Payable |  |
| **Fixed Assets** |  | **Long Term** |  |
| Buildings  Equipment  Vehicles |  | Loans |  |
| **Total Assets** |  | **Total Liabilities** |  |
|  |  |  |  |
|  |  | **Owners’ Equity** |  |
|  |  | Owner’s contribution |  |
| **Total Assets** |  | **Total Liabilities=O.E.** |  |

# Budgeting

# O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ O

# N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N

# W\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w

## Personal Budget Business