**Cash Budget - Template[[1]](#footnote-1)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SALES UNITS** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul**  | **Aug**  | **Sep** | **Oct** | **Nov** | **Dec** | **TOTAL** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Sales Units |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loan Funds |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Funds from Owners |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **INCOME** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Sales Units |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loan Funds |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Funds from Owners |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Actual Income** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Received Cash/Same Month |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Received in 30 days |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Received in 60 days |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Received in 90 days |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL INCOME** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Year to Date |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Moving Monthly Average |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **COST OF SALES** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Casual Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fuel and Oil |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Booking Commissions |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Cash Budget - Template[[2]](#footnote-2)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul**  | **Aug**  | **Sep** | **Oct** | **Nov** | **Dec** | **TOTAL** |
| Credit Card Charges |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub-Total Cost of Sales** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Capital Expenditure** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **EXPENDITURE** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Accountancy  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bank Fees |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contractors |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Electricity |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interest |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Marketing and Promotions |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Motor Vehicle Expenses |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Postage, Printing, Advertising  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Salaries and Wages |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Superannuation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Workers Compensation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training costs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL EXPENSES |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CASH SURPLUS/DEFICIT |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CUMULATIVE CASH SURPLUS/DEFICIT |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. To be transferred to a computer spreadsheet, such as Excel or Lotus Works [↑](#footnote-ref-1)
2. To be transferred to a computer spreadsheet, such as Excel or Lotus Works [↑](#footnote-ref-2)