

Cash Flow Worksheet

Time Period	Beginning: four weeks ago	Beginning: Two weeks ago	Current two-week period	2 weeks from current period	4 weeks from current period	6 weeks from current period
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CASH IN

Government Grants

Foundation Grants

Grant One

Grant Two

Grant Three

Grant Four

Grant Five

Corporate Gifts

Corporate Gift One

Corporate Gift Two

Corporate Gift Three

Board Contributions

Memberships

Individual Contributions

Special Events

Other Contributions

Earned Revenues

Fees for Services

Contracts

Tuition/Admissions

Sales

Interest Income

Other Earned Income

Other Earned Income

Total Income

CASH OUT

CONSISTENT EXPENSES

Personnel

Salaries

Payroll Taxes

Workers Compensation

Health Insurance

Pension/Annuities

Other Employee Benefits

Consultants' Contracted
Fees

Other Consultants

Other Consultants

**Other Consistent
Expenses**

Rent

Gas & Electricity

Water

Telephone

Internet access/Web site

fees

Office supplies

Postage

Bank Fees

Other consistent expenses

Other consistent expenses

**VARIABLE/OCCASIONAL
EXPENSES**

Personnel/Consultants

Graphic designer

Web site designer

Project Evaluator

Direct Mail Consultant

Other occasional personnel

Other Variable Expenses

Fundraising expenses

Fundraising postage

Insurance

Marketing/Advertising

Equipment

repair/replacement

Facility repair/maintenance

Program-related expenses

Other variable expenses

Total Expenses

Carry Forward Cash

Available

Total Income

Total Expenses

Balance of Cash Available

