

## Sample Cash Flow Projection: Workshop/Lecture Program

Week Starting:	15-Jan	31-Jan	15-Feb	28-Feb	15-Mar	31-Mar	15-Apr	30-Apr
CASH IN								
Workshop Fees	\$5,500.00	\$3,500.00	\$2,000.00	\$2,000.00	\$750.00	\$500.00	\$350.00	\$350.00
Lecture Series	\$500.00	\$1,500.00	\$2,300.00	\$2,500.00				\$600.00
Income								
Memberships	\$3,000.00	\$1,000.00						
Board Giving		\$100.00	\$100.00	\$1,000.00			\$250.00	
Fundraising Events	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$9,000.00			
Grants								
City Funds	\$1,430.00				\$4,500.00			
Walton Foundation			\$25,000.00					
Skillson Fund				\$2,000.00				
Tabor Trust								\$7,500.00
Corporate Gifts		\$1,000.00				\$1,500.00		
Year-end Mailing	\$2,000.00							
TOTALS	\$13,930.00	\$8,600.00	\$31,400.00	\$9,500.00	\$14,250.00	\$2,000.00	\$600.00	\$8,450.00
CASH OUT								
Payroll & Payroll	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00
Taxes								
Instructors Fees		\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$1,500.00		
Lecturers/Speakers		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00			
Stage Assistants		\$200.00	\$200.00	\$200.00	\$200.00			
Evaluator							\$3,000.00	
Rent-	\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00	
Office/Classrooms								
Rent-Lecture Hall		\$300.00	\$300.00	\$300.00	\$300.00			

Use								
Office supplies	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Utilities		\$350.00		\$350.00		\$300.00		\$300.00
Telephone	\$325.00		\$325.00		\$325.00		\$325.00	
Postage	\$550.00	\$100.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Insurance	\$400.00		\$280.00		\$280.00		\$280.00	
Advertising		\$1,000.00		\$1,000.00				
Marketing-Fliers	\$1,500.00		\$250.00		\$250.00			\$1,000.00
Etc.								
Fundraising Costs	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$3,500.00	\$500.00	\$500.00	\$500.00
Licenses/Permits				\$350.00				
Miscellaneous	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
TOTALS	\$9,725.00	\$10,400.00	\$11,455.00	\$9,300.00	\$11,955.00	\$5,400.00	\$8,705.00	\$4,900.00
Starting Balance	\$2,740.00	\$6,945.00	\$5,145.00	\$25,090.00	\$25,290.00	\$27,585.00	\$24,185.00	\$16,080.00
Cash In	\$13,930.00	\$8,600.00	\$31,400.00	\$9,500.00	\$14,250.00	\$2,000.00	\$600.00	\$8,450.00
Cash Out	\$9,725.00	\$10,400.00	\$11,455.00	\$9,300.00	\$11,955.00	\$5,400.00	\$8,705.00	\$4,900.00
Cash Remaining	\$6,945.00	\$5,145.00	\$25,090.00	\$25,290.00	\$27,585.00	\$24,185.00	\$16,080.00	\$19,630.00