Use the **"Project management cash flow template"** to manage your project's cash flow within one calendar year.

The first input value that will affect further calculations is **"Cash at beginning of Year"**, which must be

Cash at Beginning of Year	$0

entered in the corresponding field at the top of the table. It can be any value, even $0.

Below you will see a small table called **"BEGINNING BALANCE"**, which automatically calculates and displays the cash balance at the beginning of each month. Nothing in this table needs to be changed. If the number of expenses exceeded income and a negative cash flow formed, you would see this value in red.

The generated table looks like this:

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
BEGINNING BALANCE	$15,700	$15,100	$8,840	-$2,760	$540	$1,520	-$1,260

Below you will see 2 tables:

1. Income table with a list of monthly income items. You can delete and add lines, customizing the list of income sources for your specifics.

CASH RECEIPTS
Cash sales
Returns and allowances
Collections on accounts receivable
Interest, other income

2. Table of expenses with a list of items of costs monthly. You can delete and add lines, customizing the list of expense items to suit your specifics.

CASH PAYMENTS
Advertising
Commissions and fees
Contract labor
Employee benefit programs

You need to fill in these columns with actual income and expenses every month to see cash flow and trends.

These tables have summary rows that sum up the amount of income/ expenses monthly. The tables also have summary columns that summarize the amount of income/ expenses for each specific item.

An example of a completed table:

CASH RECEIPTS				
Cash sales	$200		$1,000	$3,000
Returns and allowances				
Collections on accounts receivable				$5,500
Interest, other income		$1,200	$300	
Loan proceeds	$500			$2,500
Owner contributions				
TOTAL CASH RECEIPTS	$700	$1,200	$1,300	$11,000

Below these tables is the field **"NET CASH CHANGE"**. The value is automatically calculated as the difference between total income and total expenses during one calendar month and shows the cash flow dynamics.

NET CASH CHANGE	-$600	-$6,260	-$11,600	$3,300

Below is the field **"NET CASH FLOW"**, which displays the net cash flow and is calculated as the difference between **"BEGINNING BALANCE"** and **"NET CASH CHANGE"**.

NET CASH FLOW	$15,100	$8,840	-$2,760	$540

To illustrate the dynamics of cash flow, a waterfall diagram is shown below. It has 2 blue columns that display the balance of cash at the beginning and end of the year (column from 0 to the current level, can be either a positive value - a column above 0, or a negative value - a column below 0).

Also, the chart displays 12 columns by month, which show the cash flow during each of them.

Red shows the decline in cash flow and the level of reduction (**"NET CASH CHANGE"**). Green color indicates the growth of cash flow and the level of this growth.

An example of a cash flow diagram: