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# 13-WEEK CASH FLOW

| BUSINESS | WEEK 1 STARTS | OPENING BANK BALANCE | CREDIT LINE AVAILABLE |
|---|---|---|---|
| | | | |

## Receipts

| Source | Wk 1 | Wk 2 | Wk 3 | Wk 4 | Wk 5 | Wk 6 | Wk 7 | Wk 8 | Wk 9 | Wk 10 | Wk 11 | Wk 12 | Wk 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Collections on invoices (by due week) | | | | | | | | | | | | | |
| Cash / card sales | | | | | | | | | | | | | |
| Deposits on new jobs | | | | | | | | | | | | | |
| Other receipts | | | | | | | | | | | | | |
| Total receipts | | | | | | | | | | | | | |

## Payments

| Category | Wk 1 | Wk 2 | Wk 3 | Wk 4 | Wk 5 | Wk 6 | Wk 7 | Wk 8 | Wk 9 | Wk 10 | Wk 11 | Wk 12 | Wk 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Payroll (pay dates) | | | | | | | | | | | | | |
| Suppliers and materials | | | | | | | | | | | | | |
| Rent (due date) | | | | | | | | | | | | | |
| Loan / card payments (due dates) | | | | | | | | | | | | | |
| Utilities, insurance, software | | | | | | | | | | | | | |
| Sales / payroll tax deposits | | | | | | | | | | | | | |
| Owner draw | | | | | | | | | | | | | |
| Equipment / one-off | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| Total payments | | | | | | | | | | | | | |

## Closing balance (carried forward week to week)

| | Wk 1 | Wk 2 | Wk 3 | Wk 4 | Wk 5 | Wk 6 | Wk 7 | Wk 8 | Wk 9 | Wk 10 | Wk 11 | Wk 12 | Wk 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Closing bank balance | | | | | | | | | | | | | |