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MONTHLY CASH FLOW STATEMENT

BUSINESS	MONTH	BANK ACCOUNT(S)	PREPARED BY

Cash in

Source	Notes	This month	Year to date
Customer payments on invoices			
Cash and card sales (net of fees)			
Interest, refunds, other income			
Sale of equipment or other assets			
Loan money received			
Owner money put in			
Total cash in			

Cash out

Category	Notes	This month	Year to date
Suppliers, materials, inventory			
Payroll and contractors			
Rent and utilities			
Insurance, software, phone, other			
Marketing and advertising			
Taxes paid (sales, payroll, estimated)			
Interest on loans and cards			
Equipment and other asset purchases			
Loan principal repaid			
Owner draws			
Total cash out			

Net cash flow this month (in minus out)	
Cash at start of month	
CASH AT END OF MONTH	
Balance per bank statement(s)	
Difference (find it if not zero)	

This month by activity

Operating (day to day)	Investing (assets)	Financing (loans, owner)	Net change in cash

NOTES (UNUSUAL ITEMS, MONEY OWED TO YOU, BILLS HELD BACK)