

Supplementary Information

The following summary tables are provided to assist you to record details of your Capital Payments and Capital Receipts, analyse your Book Debts (age analysis) and describe your normal terms at trade.

Capital Payments and Capital Receipts are respectively, any funds paid out of, or received into, the business that are not a result of normal operating activities.

This will assist you to calculate your net cash flow.

Capital Payments	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Capital Receipts	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Analysis of Book Debts	
Date as at	/ /
Up to 30 Days	\$
30 Days to 60 Days	\$
60 Days to 90 Days	\$
Over 90 Days	\$
Total	\$
Budgeted Net Profit	\$
For 12 months to	/ /

Normal Terms of Trade

Business Cash Flow Worksheet

This worksheet provides a format for you to record your income and expenditure for a twelve month period.

Cash flow analysis and budgeting will help you to:

- Fine tune your finances so that your borrowings and investments are over the right timeframe and set at the appropriate level for your business,
- Recognise the factors that have a major impact on your profitability, and
- Present your manager at the National with information showing your business financing requirements and its capacity to service them.

This worksheet should be completed on a GST inclusive basis. This means that, where applicable, GST should be included in sales revenues and expenses. Some expenses will not include GST (such as salaries and interest). The part of the worksheet that relates to taxation payments will need to be aligned with relevant payment dates for GST, PAYG instalments and PAYG withholding and the tax payments will need to include GST and PAYG. Capital payments and receipts (such as including loan repayments, dividends, fresh capital etc.) will not include GST except for the cost of most capital acquisitions (including fixed assets acquisitions).

To Calculate Net Cash Flow and Bank Balances:

- Step 1**
Enter the Trade Receipts onto the spreadsheet and calculate the column total to determine A (Sales Receipts less Cost of Goods Sold).
- Step 2**
Then enter the Trade Payment figures onto the spreadsheet and calculate the column total to determine B (Total Trade Payments).
- Step 3**
Subtract B from A to derive Net Operating Cash Flow.
- Step 4**
Next subtract any Taxation and Capital Payments, then add any Capital Receipts to determine Net Cash Flow.
- Step 5**
Enter Opening Bank Balance (usually the Closing Bank balance from the month before).
- Step 6**
Add the Net Cash Flow to the Opening Bank Balance to determine the Closing Bank Balance.
- Step 7**
Repeat the above steps for each month using the previous Closing Bank Balance as the next month’s Opening Bank Balance.

This analysis indicates to the business whether it will have surplus cash flows that can be used for short term investment or if short term borrowing will be required.



Customer Name		Cash Flow Budget				Budget Period				Branch/Banker ID					
		Complete neatly by hand				/ / to / /									
Months														Prior Years Trading Results	
													Total	for comparison	
Trade Receipts	– Cash Sales													Sales – Cash	
	– Credit Sales/Debtors													– Credit	
	– Total													– Total	
Less	– Payment for Stock/Raw Materials													Less – Stocks Purchases	
	– Stock Production/Handling Payments													– Cost of Production/Handling Stocks ..	
														– Depreciation Manufacturing Assets ...	
A. Sales Receipts Less Cost of Goods Sold														C. Gross Profit	
Trade Payments (Operational) –														Operating Expenses –	
Selling & Marketing	– Commissions/Advertising ..													Sell & Mkt – Commissions/Advertising	
	– Delivery Expenses													– Delivery Expenses	
	– Salaries/Wages													– Salaries/Wages	
	General Admin	– Salaries/Wages													General – Salaries/Wages
		– Directors Fees													– Directors Fees
	– Insurance													– Insurance	
	– Rates and Taxes													– Rates and Taxes	
	– Light/Power/Telephone													– Light/Power/Telephone	
	– Rent													– Rent	
	– Bad Debts Written off													– Bad Debts	
	– Repairs/Maintenance													– Repairs/Maintenance	
	– Leasing – Hire/Purchase													– Leasing – Hire/Purchase	
	– Stationery													– Stationery	
	– Other													– Other	
Financial	– Interest													Financial – Interest	
														– Provision for Doubtful Debts ...	
B. Total Trade Payments														D. Total Operating Expenses	
(A – B) Net Operating Cash Receipts														(C–D) Net Operating Profit	
Less – Taxation Payment														Less – Provision for Taxation	
Subtotal – Net Trade Receipts														Net Operating Profit After Tax	
Less – Capital Payments – Dividend/Drawings														Plus – Extraordinary Profits Less Tax*	
	– Capital Expenditure ...													Net Profit After Tax	
	– Bank Loan Repay													*Non comparable items	
	– Other Loan Repay													General Comments	
	– Net Trade Receipts Less Capital Payments														
Plus – Capital Receipts	– Fresh Capital														
	– Bank Loans														
	– Other Loans														
	– Sale of Assets														
Net Cash Flow															
Opening Bank Balance															
Closing Bank Balance															

Non Cash Movement Item