

Activity: Work out your cash flow

Cash flow is the movement of money into or out of a business. It is usually over a specified, limited period of time. Use the following table to determine your cash flow over the year. Before you start, change the headings of each row and column to suit your business needs.

INCOME	July	August	September	October	November	December	January	February	March	April	May	June
Account balance												
Income from Contract 1												
Income from Contract 2												
Income from Contract 3												
Other												
Subtotal												

EXPENSES	July	August	September	October	November	December	January	February	March	April	May	June
Wages (including tax)												
Fuel												
Repairs and maintenance												
Administration												
Accounting												
Telephone/internet												
Electricity												
Rent												
Mortgage												
Workcover												
Insurance												
Superannuation												
Travel												
Accommodation												
Subtotal												

INCOME (Subtotal from table above)												
EXPENSES (Subtotal from table above)												
TOTAL (Income minus expenses)												