2 13-week cash forecast

See a cash problem three months before it arrives.

BUSINESS _____ PREPARED BY _____ DATE _____

Update every Monday. Record cash actually expected to move, not hoped for. Week 1 = this week. Use pencil.

Week	1	2	3	4	5	6	7	8	9	10	11	12	13
Opening cash													
Customer receipts													
Deposits and progress claims													
Other income													
Total cash in													
Suppliers and materials													
Salaries and EPF/SOCSO/ EIS													
PCB and tax													
Rent and utilities													
Loan repayments													
SST / other taxes													
Other costs													
Total cash out													
Closing cash													
Minimum cash I must keep													
Gap or surplus													

ACTIONS TO CLOSE ANY GAP