# Sample Cash Flow Projection: Workshop/Lecture Program (tracked in two-week periods)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week Starting: | 15-Jan | 31-Jan | 15-Feb | 28-Feb | 15-Mar | 31-Mar | 15-Apr | 30-Apr |
| CASH IN |  |  |  |  |  |  |  |  |
| Workshop Fees | $5,500.00 | $3,500.00 | $2,000.00 | $2,000.00 | $750.00 | $500.00 | $350.00 | $350.00 |
| Lecture Series Income | $500.00 | $1,500.00 | $2,300.00 | $2,500.00 |  |  |  | $600.00 |
| Memberships | $3,000.00 | $1,000.00 |  |  |  |  |  |  |
| Board Giving |  | $100.00 | $100.00 | $1,000.00 |  |  | $250.00 |  |
| Fundraising Events | $1,500.00 | $1,500.00 | $2,000.00 | $2,000.00 | $9,000.00 |  |  |  |
| Grants |  |  |  |  |  |  |  |  |
| City Funds | $1,430.00 |  |  |  | $4,500.00 |  |  |  |
| Walton Foundation |  |  | $25,000.00 |  |  |  |  |  |
| Skillson Fund |  |  |  | $2,000.00 |  |  |  |  |
| Tabor Trust |  |  |  |  |  |  |  | $7,500.00 |
|  |  |  |  |  |  |  |  |  |
| Corporate Gifts |  | $1,000.00 |  |  |  | $1,500.00 |  |  |
| Year-end Mailing | $2,000.00 |  |  |  |  |  |  |  |
| TOTALS | $13,930.00 | $8,600.00 | $31,400.00 | $9,500.00 | $14,250.00 | $2,000.00 | $600.00 | $8,450.00 |
|  |  |  |  |  |  |  |  |  |
| CASH OUT |  |  |  |  |  |  |  |  |
| Payroll & Payroll Taxes | $2,750.00 | $2,750.00 | $2,750.00 | $2,750.00 | $2,750.00 | $2,750.00 | $2,750.00 | $2,750.00 |
| Instructors Fees |  | $3,000.00 | $3,000.00 | $1,500.00 | $1,500.00 | $1,500.00 |  |  |
| Lecturers/Speakers |  | $1,000.00 | $1,000.00 | $1,000.00 | $1,000.00 |  |  |  |
| Stage Assistants |  | $200.00 | $200.00 | $200.00 | $200.00 |  |  |  |
| Evaluator |  |  |  |  |  |  | $3,000.00 |  |
| Rent-Office/Classrooms | $1,500.00 |  | $1,500.00 |  | $1,500.00 |  | $1,500.00 |  |
| Rent-Lecture Hall Use |  | $300.00 | $300.00 | $300.00 | $300.00 |  |  |  |
| Office supplies | $150.00 | $150.00 | $150.00 | $150.00 | $150.00 | $150.00 | $150.00 | $150.00 |
| Utilities |  | $350.00 |  | $350.00 |  | $300.00 |  | $300.00 |
| Telephone | $325.00 |  | $325.00 |  | $325.00 |  | $325.00 |  |
| Postage | $550.00 | $100.00 | $150.00 | $150.00 | $150.00 | $150.00 | $150.00 | $150.00 |
| Insurance | $400.00 |  | $280.00 |  | $280.00 |  | $280.00 |  |
| Advertising |  | $1,000.00 |  | $1,000.00 |  |  |  |  |
| Marketing-Fliers Etc. | $1,500.00 |  | $250.00 |  | $250.00 |  |  | $1,000.00 |
| Fundraising Costs | $2,500.00 | $1,500.00 | $1,500.00 | $1,500.00 | $3,500.00 | $500.00 | $500.00 | $500.00 |
| Licenses/Permits |  |  |  | $350.00 |  |  |  |  |
| Miscellaneous | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 |
| TOTALS | $9,725.00 | $10,400.00 | $11,455.00 | $9,300.00 | $11,955.00 | $5,400.00 | $8,705.00 | $4,900.00 |
|  |  |  |  |  |  |  |  |  |
| Starting Balance | $2,740.00 | $6,945.00 | $5,145.00 | $25,090.00 | $25,290.00 | $27,585.00 | $24,185.00 | $16,080.00 |
| Cash In | $13,930.00 | $8,600.00 | $31,400.00 | $9,500.00 | $14,250.00 | $2,000.00 | $600.00 | $8,450.00 |
| Cash Out | $9,725.00 | $10,400.00 | $11,455.00 | $9,300.00 | $11,955.00 | $5,400.00 | $8,705.00 | $4,900.00 |
| Cash Remaining | $6,945.00 | $5,145.00 | $25,090.00 | $25,290.00 | $27,585.00 | $24,185.00 | $16,080.00 | $19,630.00 |
|  |  |  |  |  |  |  |  |  |