



Your Balanced Partners LLC

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Podcast: <https://youtube.com/@balanceyourbooks?si=vLRpVJXZPnxzJ4fO>

Cash is King for a small business! So, having a strategy to forecast your cash and anticipate challenges is key.

Use this template to track your cash every week. Track your cash down to the penny!

Enter your starting cash at the beginning of the current week and plan going forward.

If you need assistance, Your Balanced Partners (YBP) team is here to assist.

Save a copy of the template and rename for your company.

Happy Planning!

[1] Opening Cash Balance

[2] Put first Monday of the week you start the weekly forecast

[3] Put estimates of revenue that you will make each week. POS companies can estimate based on prior year weeks. Companies that invoice should put the week the cash will be received.

[4] List Expenses

[5] Fixed Expenses are the same each period like Rent, Insurance payments, etc.

[6] Variable expenses change and may need to be categorized so to not make the sheet too long

[7] Shifts from Forecast to Confirmed to Bank when numbers are shifted to what actually was recorded