

Business Name: _____

Sales Forecast

Worksheet # 1

Product #1	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
Number of Units Sold													
Price Per Unit													
Total Unit Sales													

Product #2

Number of Units Sold													Total
Price Per Unit													
Total Unit Sales													

Product #3

Number of Units Sold													Total
Price Per Unit													
Total Unit Sales													

Product #4

Number of Units Sold													Total
Price Per Unit													
Total Unit Sales													

Total Sales *													
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* Transfer the Total Sales figures in this row to the Cash Sales and Accounts Receivable worksheet (Worksheet #2)

Business Name: _____

Cash Sales and Accounts Receivable

Worksheet #2

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
Total Sales from Sales Forecast Worksheet *													
Cash Sales Current Month													
Accounts Receivable (0 - 60 days)													
Accounts Receivable (60 - 90 days)													
Accounts Receivable (90 - 120 days)													
Total Cash Receipts **													

These figures come from the Total Sales on the Sales Forecast worksheet (Worksheet #1).
 * Transfer the Total Cash Receipts figures in this row to the Cash Flow worksheet (Worksheet #3)

Cash Flow Projection

Business Name: _____

Worksheet #3

	Year 2	Year 3
TOTAL		
TOTAL		

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Year 1 TOTAL
REVENUE omit 00's													
Total Cash Receipts **													
Less Cost of Sales													
NET REVENUE													

** These figures come from the Total Cash Receipts line on the Cash Sales and Accounts Receivable worksheet (Worksheet #2)

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Year 1 TOTAL
EXPENSES omit 00's													
Owner's Salary													
Wages & Benefits													
Rent													
Professional Fees													
Advertising/Promotion													
Telephone													
Repairs & Maintenance													
License/Insurance/Fees													
Loan Payment													
Lease Payment													
Bank Charges													
Transportation													
Office/Shop Supplies													
Utilities													
Other Expenses													
Contingencies 10%													
TOTAL EXPENSES													
SURPLUS (DEFICIT)													

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Year 1 TOTAL
RECONCILIATION													
Opening Cash													
Plus Owner's Investment (b)													
Plus Loans (e)													
Less Capital Expenses (a)													
Less Start-up Costs (b)													
Less Operating Inventory (c)													
Surplus (Deficit)													
Closing Cash													

(a) (b) (c) (d) (e) These figures come from the corresponding lines on the Funding Requirements and Funding Sources worksheet (Worksheet #4)

Funding Requirements and Funding Sources

Business Name: _____

Worksheet # 4

Funding Requirements:

Capital Expenses

Real Estate	\$ _____
Leasehold Improvements	\$ _____
Operating Equipment	\$ _____
Manufacturing Equipment	\$ _____
Office Equipment	\$ _____
Automotive Equipment	\$ _____
Furniture and Fixtures	\$ _____
Other:	\$ _____
Other:	\$ _____
Contingencies (10%)	\$ _____
Total Capital Expenses	\$ _____

\$ _____ (a)

Start-up Costs

1st & Last Months Rent	\$ _____
Legal & Professional Fees	\$ _____
Opening Advertising	\$ _____
Telephone/Hydro/Gas Deposits	\$ _____
Business License	\$ _____
Business Insurance	\$ _____
Life, Accident, Disability Insurance	\$ _____
Application Fees	\$ _____
Association Fees	\$ _____
Office/Shop Supplies	\$ _____
Other:	\$ _____
Other:	\$ _____
Contingencies (10%)	\$ _____
Total Start-up Costs	\$ _____

\$ _____ (b)

Opening Inventory

\$ _____ (c)

Working Capital

\$ _____

Total Funding Requirements (Must equal "Total Funding Sources")

\$ _____

Funding Sources:

Owner's Investment

Cash	\$ _____
Equipment	\$ _____
Automotive Equipment	\$ _____
Other:	\$ _____
Total Owner's Investment	\$ _____

\$ _____ (d)

Financing (Loans)

Community Futures Cowichan	\$ _____
Bank:	\$ _____
Vendor:	\$ _____
Other:	\$ _____
Total Financing (Loans)	\$ _____

\$ _____ (e)

Total Funding Sources (Must equal "Total Funding Requirements")

\$ _____

- (a) This figure to be transferred to Less Capital Expense line on worksheet #3
- (b) This figure to be transferred to Less Start-up Costs line on worksheet #3
- (c) This figure to be transferred to Less Opening Inventory line on worksheet #3
- (d) This figure to be transferred to Plus Owner's Investment line on worksheet #3
- (e) This figure to be transferred to Plus Loans line on worksheet #3

BALANCE SHEET

Worksheet #5

Business Name: _____

Date: _____

ASSETS

Current Assets

Cash	\$	_____
Accounts Receivable	\$	_____
Inventory	\$	_____
Prepaid Expenses	\$	_____
Total Current Assets	\$	_____

Capital Assets

Buildings	\$	_____
Equipment	\$	_____
Automotive	\$	_____
Leasehold Improvements	\$	_____
Other	\$	_____
Less Accumulated Depreciation	(\$	_____)
Land	\$	_____
Total Capital Assets	\$	_____

TOTAL ASSETS **\$** _____

LIABILITIES

Current Liabilities

Bank Loan	\$	_____
Accounts Payable	\$	_____
Wages/Salaries Payable	\$	_____
Other	\$	_____
Current Portion of Long-Term Debt	\$	_____
Total Current Liabilities	\$	_____

Long-Term Liabilities

Long-Term Debt (Mortgages)	\$	_____
Long-Term Debt (Loans)	\$	_____
Total Liabilities	\$	_____

Owners Equity \$ _____

TOTAL LIABILITIES AND OWNERS EQUITY **\$** _____