

Daily Cash Flow Monitor

(adopted from the book *Pricing Guide for Web Services*)

Here's a handy daily cash flow control log to record all money coming in and going out. It lets you know how much cash you have available right now—today!. Simply design this form in your spreadsheet program. Then print a sheet for each day's operation. When your bank statement comes in, reconcile it with your checkbook right away, so you know how much cash is in the bank.

By generating this report each morning, you will quickly see where the dollars go. You'll spot trends early, and you'll detect potential profit problems before they surface. For example, you could notice that cash collections are tending down, leaving more in accounts receivable than you want. If a payment is just one day late, you want someone working the problem.

By sharing this report with your staff, you'll keep everyone on the same page and focused on bringing in the bucks. If you detect a need for more cash, you can act early to increase your credit line, reach deep into your own pocket, or seek alternative funding.

If you detect an upward trend in available cash, this may be the time to consider investing in that new computer system, or expanding shop services.

Daily Cash Flow Log					
Day: _____			Date: _____		
I. Cash and Investments (as of)		This Morning	Yesterday	IV. Projects in Process	
				project	% expected
Total Cash on Hand	_____	_____		complete	completion date
Other Available Funds	_____	_____		a. <name>	_____
				b. <name>	_____
				c. <name>	_____
				d. <name>	_____
				e. <name>	_____
				f. <name>	_____
				g. <name>	_____
				h. <name>	_____
				TOTAL EARNINGS TO DATE: _____	
II. Payroll (as of)		This Morning	Yesterday	V. Payables Due Today	
				vendor	amount due
# Employees	_____	_____		a. <name>	_____
# FTEs	_____	_____		b. <name>	_____
Last Payroll	\$ _____	\$ _____		c. <name>	_____
				d. <name>	_____
				e. <name>	_____
				f. <name>	_____
				g. <name>	_____
				h. <name>	_____
				TOTAL PAYABLES: \$ _____	
III. Receivables				VI. Cash Available After Expenses:	
client	amount due	date due	default		\$ _____
a. <name>	_____	_____	_____		
b. <name>	_____	_____	_____		
c. <name>	_____	_____	_____		
d. <name>	_____	_____	_____		
e. <name>	_____	_____	_____		
f. <name>	_____	_____	_____		
g. <name>	_____	_____	_____		
h. <name>	_____	_____	_____		
TOTAL RECEIVABLES: _____					