

WEEKLY CASH REPORT

Week of _____ Prepared by _____

Cash on hand at the beginning of the week:

Petty Cash \$ _____
Checking account #1 \$ _____
Checking account #2: \$ _____
Payroll account \$ _____
Money Market \$ _____
Other savings \$ _____

Total beginning cash \$ _____

Cash Collected \$ _____
Credit card payments Collected \$ _____
Accounts Receivable Collected \$ _____
Other Infusions (loans etc.) \$ _____

TOTAL AVAILABLE CASH FOR THE WEEK \$ _____

Disbursements:

Payroll \$ _____
Accounts Payable \$ _____
Loan payments \$ _____
Other \$ _____

Total Disbursements \$ _____

ENDING CASH FOR WEEK \$ _____

Estimated requirements for next week:

Accounts receivable to be collected : \$ _____
Payroll \$ _____
Accounts payable to be paid \$ _____
Loan payments due \$ _____

TOTAL ESTIMATED CASH SURPLUS (NEEDS) NEXT WEEK \$ _____