

## 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** \$ \_\_\_\_\_