

TYPE BUSINESS NAME HERE

Cash Receipts and Payments Journal

Type Month Here

Date	Check #	Details	Amount to Checking Account	New Checking Account Balance	Revenues	Expenses	Description

TYPE BUSINESS NAME HERE

Sales Invoice Journal

Type Month Here

[illegible]

Type Business Name Here

Balance Sheet

Type Month Here

Assets:

Cash in my cash register or store at the end of the day	\$0.00
Checking Account (from Cash Receipts and Payments Journal)	\$0.00
Total Assets	\$0.00

Liabilities & Equity:

Loan still owed to the bank	\$0.00
Equity	
Beginning Owner's Investment	\$0.00
Additional Owner's Investments made this month	\$0.00
Profit from this month	\$0.00
Ending Owner's Investment	\$0.00
Total Liabilities & Equity	\$0.00

Other Items:

This balance sheet is cash basis. I also have:

Accounts Receivable from Customers =

Accounts Payable for Bills =

Cost of Inventory in my Shop =

2-Month Cash Flow Projection

	Month (Actual)	Month (Projected)	Month (Projected)
CASH INFLOWS			
Cash Collected from Customers	\$ -	\$ -	\$ -
Owner's Investments	\$ -	\$ -	\$ -
Borrow Money (Take out Loans)	\$ -	\$ -	\$ -
Total Cash Inflows	\$ -	\$ -	\$ -

CASH OUTFLOWS

DIRECT EXPENSES			
Ingredients / Raw Materials	\$ -	\$ -	\$ -
Packaging, Labels, etc.	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -
Total Outflows for Direct Expenses	\$ -	\$ -	\$ -

INDIRECT EXPENSES AND TAXES

Rent	\$ -	\$ -	\$ -
Utility Bills	\$ -	\$ -	\$ -
Water	\$ -	\$ -	\$ -

Owner's Salary	\$	-	\$	-	\$	-
Supplies	\$	-	\$	-	\$	-
Marketing	\$	-	\$	-	\$	-
Delivery Person's Salary	\$	-	\$	-	\$	-
Car Lease, Insurance, and Gasoline	\$	-	\$	-	\$	-
Business Insurance	\$	-	\$	-	\$	-
Banking Fees and Interest	\$	-	\$	-	\$	-
Other	\$	-	\$	-	\$	-
Income Taxes (at 30% of profit)	\$	-	\$	-	\$	-
Total Outflows for Indirect Expenses	\$	-	\$	-	\$	-

OTHER CASH OUTFLOWS

Repayment of Loans	\$	-	\$	-	\$	-
Other	\$	-	\$	-	\$	-
Total Other Cash Outflows	\$	-	\$	-	\$	-

Total Cash Outflows	\$	-	\$	-	\$	-
----------------------------	-----------	----------	-----------	----------	-----------	----------

CASH PROJECTION

Net Change in Cash (Inflows - Outflows)	\$	-	\$	-	\$	-
Checking Account at beginning of the month	\$	-	\$	-	\$	-

Checking Account at end of the month	\$	-	\$	-	\$	-
---	-----------	----------	-----------	----------	-----------	----------