

Cash Budget Worksheet

Use this worksheet to calculate your cash requirements by quarter. Enter your detailed estimates of cash receipts and disbursements in the spaces provided, or add new lines. Type over number examples in the table.

Cash Budget for Fiscal Year

	QUARTERS				Year Totals
	1	2	3	4	
Cash balance, beginning					
<i>Add receipts</i>					
Cash Sales					
Collections from accounts receivable					
Investment income					
Total cash available for needs (a)					
<i>Deduct disbursements</i>					
Direct materials					
Payroll					
Income taxes					
Other costs					
Machinery purchase					
Total disbursements (cash needed) (b)					
<i>Cash excess (deficiency) (a) – (b)</i>					
<i>Financing</i>					
Borrowing (at beginning)					
Repayment (at end)					
Interest on borrowing					
Total effects of financing (d)					
<i>Cash balance, ending (a) – (b) + (d)</i>					