

## GUIDELINES

### GENERAL

**Definition:** A cash flow projection is a forecast of cash funds a business anticipates receiving and paying out throughout the course of a given span of time, and the anticipated cash position at specific times during the period being projected. [For the purpose of this projection, cash funds are defined as cash, checks, or money order, paid out or received.]

**Objective:** The purpose of preparing a cash flow projection is to determine shortages or excesses in cash from that necessary to operate the business during the time for which the projection is prepared. If cash shortages are revealed in the project, financial plans **must** be altered to provide more cash until a proper cash flow balance is obtained. For example, more owner cash, loans, increased selling prices of products, or less credit sales to customers will provide more cash to the business. Ways to reduce the amount of cash paid out includes having less inventory.

20			
21	Other State Revenue		
22	<b>Total Other State Aid (Lines 19 through 21)</b>		
23	Other Revenue		
24	<b>Total General Fund (Lines 10, 13, 22)</b>		
25	<b>Restricted - Special Revenue Fund</b>		
26	Revenue from State Sources:		
27	Source:		
28	Other:		
29	<b>Total State Projects (Lines 27, 28):</b>		
30	Revenue from Federal Sources:		
31	Source: Federal Start-up Grant		
32	Other:		
33	<b>Total Federal Projects (Lines 31, 32):</b>		
34	Revenues from Other Restricted Sources		
35	Source:		
36	Source:		
37	Other:		
38	<b>Total Other Sources (Lines 35, 36, 37):</b>		
39	<b>Total Special Revenue Fund (Lines 29, 33, 38)</b>		
40	<b>Total Revenues (Lines 24,39)</b>		