

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 \$ _____