## Attachment 4: Cash Flow Analysis Example

Cash flow analysis for the Childhood Literacy NPO—April through September 2014

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **APRIL** | **MAY** | **JUNE** | **JULY** | **AUGUST** | **SEPTEMBER** |
|  | **Actual** | **Actual** | **Actual** | **Projected** | **Projected** | **Projected** |
| 1. **Cash in the bank at the beginning of the month** | **100** | **64.4** | **53.8** | **17.2** | **12.6** | **-3** |
| **ACTUAL CASH RECEIVED DURING THE MONTH** |  |  |  |  |  |  |
| Individual donations | 10 |  | 4 | 15 |  | 35 |
| Foundation grant |  |  |  |  |  |  |
| Corporate donations |  | 15 |  | 6 | 20 |  |
| 1. **Total Cash Received During the Month** | **10** | **15** | **4** | **21** | **20** | **35** |
|  |  |  |  |  |  |  |
| **ACTUAL EXPENDITURES DURING THE MONTH** |  |  |  |  |  |  |
| Staff salaries | 16.6 | 16.6 | 16.6 | 16.6 | 16.6 | 16.6 |
| Supplies | 5 |  |  |  |  |  |
| Office rent | 5 | 5 | 5 | 5 | 5 | 5 |
| Transportation | 4 | 4 | 4 | 4 | 4 | 4 |
| Professional services | 15 |  | 15 |  |  |  |
| Fundraising expenses |  |  |  |  | 10 |  |
| Reserve fund |  |  |  |  |  |  |
| **C. Total expenditures during the month** | **45.6** | **25.6** | **40.6** | **25.6** | **35.6** | **25.6** |
| **D. CASH IN THE BANK AT THE END OF THE MONTH (D=A+B-C)** | **64.4** | **53.8** | **17.2** | **12.6** | **-3** | **6.4** |

This cash flow analysis shows that the NPO’s projected cash balance is expected to get quite low during July, August and September, with a projected negative cash balance at the end of September. The NPO may need to reduce or defer some of its expenditures, generate income sooner (for example, by scheduling its fundraising event earlier), or temporarily transfer in funds from another account to make sure that it can meet its expenses.