Cash Flow Budget Estimates - Template

# How to use this document

Use this template to estimate your income versus your expenditure across fixed and variable costs to assist with a cash flow budget.

# Income

Use this table to outline your products and/or services and what you charge for them.

| Product/service | Charge or price per unit or hour (including materials) |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Expenditure

## Fixed costs

Use this table to outline your expected fixed costs.

| Item | Cost per week ($) | Cost per month ($) | Cost per year ($) |
| --- | --- | --- | --- |
| Accountancy |  |  |  |
| Bank fees |  |  |  |
| Cleaning |  |  |  |
| Electricity |  |  |  |
| Telephone |  |  |  |
| Salaries/wages |  |  |  |
| Contractors |  |  |  |
| Insurance |  |  |  |
| Superannuation |  |  |  |
| Travel costs |  |  |  |
| Rent |  |  |  |
| Leasing costs |  |  |  |
| Legal fees |  |  |  |
| Advertising |  |  |  |
| Printing and stationery |  |  |  |
| Postage |  |  |  |
| Training |  |  |  |
| Interest Charges |  |  |  |

## Variable costs

Use this table to outline your expected variable costs.

| Item | Cost per week ($) | Cost per month ($) | Cost per year ($) |
| --- | --- | --- | --- |
| Stock purchases |  |  |  |
| Freight |  |  |  |
| Fuel and oil |  |  |  |
| Contractors |  |  |  |