

Weekly Cash Position

See what cash is available after confirmed inflows and dated outflows this week.

USE THIS WHEN

Use this to plan the next seven days from the cash actually accessible now. Separate confirmed receipts from possible receipts, and include payments by their expected cash date.

THE METHOD

- 1

Set the week
Choose a start and end date and record available opening cash.
- 2

List confirmed movement
Add only confirmed inflows and scheduled outflows with dates and sources.
- 3

Calculate the close
 $\text{Opening cash} + \text{confirmed inflows} - \text{scheduled outflows} = \text{projected ending cash}.$
- 4

Check the cushion
Compare the projected close to a self-set operating floor. Flag uncertainty and decide who checks it next.

WORKED EXAMPLE

Opening available cash	\$2,400
Confirmed inflows	\$1,200
Scheduled outflows	\$1,750
Projected close / floor	\$1,850 / \$1,500; cushion \$350

WHEN THE METHOD BREAKS

If an expected receipt is uncertain, show it separately as a scenario. Do not use it to cover a committed payment until its timing and availability are confirmed.

Weekly Cash Position

Working sheet / Fill it during the task; keep the source record alongside it.

Name / date / work period

Week / account scope

Opening available cash and source date

Confirmed inflows: date / source / amount

Scheduled outflows: date / purpose / amount

Projected ending cash (show arithmetic)

Operating floor chosen for this worksheet

Amount above or below that floor

Possible inflows or unknown outflows (excluded)

Weekly Cash Position

Closeout / Check the result, name the gap, and set the next action.

What changed from the last forecast?

Which date has the tightest cash position?

Who will verify uncertain items, and by when?

Next update date / action

COMPLETION CHECK

- ☐ Opening cash verified
- ☐ Dates checked
- ☐ Uncertain items separated

NEXT USE

The projected close is a working estimate. Update it when transactions post or timing changes.