



Cash Flow Forecasting Checklist

Data Collection & Historical Analysis

Gathering past bank statements, previous months' cash flow statements, and historical transaction data to establish a baseline.

Reporting Period Start Date

Reporting Period End Date

Historical Bank Statements

[📁 Upload File](#)

Previous Month's Cash Flow Statement

[📁 Upload File](#)

Data Source Type

- ☐ ERP System Export
- ☐ Manual Spreadsheet
- ☐ Bank Feed Integration

Total Historical Revenue (Last 3 Months)

Enter a number...

Notes on Historical Variances

Write something...

Inflow Identification & Estimation

Reviewing all expected incoming revenue streams, including accounts receivable, customer payments, and any non-operating income.

Revenue Sources

- ☐ Product Sales
- ☐
- ☐ Subscription Revenue
- ☐ Interest Income
- ☐ Asset Disposals
- ☐ Accounts Receivable Collections

Estimated Total Inflow Amount

Expected Date of Receipt

Customer/Client Name

Payment Terms & Notes

Supporting Invoice/Contract Documentation

 Upload File

Outflow & Obligation Assessment

Listing all upcoming cash outflows such as accounts payable, payroll, rent, taxes, loan repayments, and planned capital expenditures.

Type of Outflow

- ☐ Operating Expenses (OpEx)
- ☐ Capital Expenditures (CapEx)
- ☐ Payroll & Benefits
- ☐ Tax Obligations
- ☐ Debt/Loan Repayments
- ☐ Vendor/Supplier Payments

Vendor or Payee Name

Write something...

Estimated Amount Due

Enter a number...

Due Date

Enter date...

Notes & Payment Terms

Write something...

Supporting Invoice or Contract

 Upload File

Payment Priority

- ☐ Critical
- ☐ High
- ☐ Medium
- ☐ Low

Revenue & Expense Variance Analysis

Comparing actual cash movements against previous forecasts to identify discrepancies and improve future prediction accuracy.

Analysis Period Date

Total Revenue Variance (%)

Total Expense Variance (%)

Primary Driver of Variance

- ☐ Delayed Customer Payments
- ☐ Unexpected Operational Costs
- ☐ Seasonal Fluctuations
- ☐ Pricing Changes
- ☐ Other

Root Cause Explanation

Write something...

Supporting Variance Reports

 Upload File

Controller Approval

Scenario & Stress Testing

Developing 'best-case', 'worst-case', and 'most-likely' scenarios to understand the impact of market volatility or delayed payments.

Scenario Type

- ☐ Best Case
- ☐ Base Case (Most Likely)
- ☐ Worst Case
- ☐ Extreme Stress Test

Assumed Revenue Growth/Decline (%)

Enter a number...

Estimated Delay in Accounts Receivable (Days)

Enter a number...

Risk Factors Considered

- ☐ Inflation/Cost Increase
- ☐ Customer Churn
- ☐ Supply Chain Disruption
- ☐ Interest Rate Changes
- ☐ Unexpected Operational Expenses

Scenario Assumptions & Notes

Write something...

Scenario Effective Date

Enter date...

Supporting Sensitivity Analysis Document

 Upload File

Financial Controller Approval

Review & Finalization

Performing a final validation of the forecast figures, securing necessary management approvals, and scheduling the next forecast update.

Forecast Completion Date

Enter date...

Forecast Period

☐ Weekly

☐ Monthly

☐ Quarterly

Reviewers Involved

☐ Accounting Manager

☐ CFO

☐ Department Head

Reviewer Comments & Notes

Write something...

Finalized Forecast Report

 Upload File

Final Approval Signature