

BLICK  
RESOURCES  
FOR  
CREATIVES

# Budget & Cashflow Template

Finance Resources

# Cashflow Template

BASIC	Jan	Feb	Mar	Apr
Opening Bank Balance	£ -	£ -	£ -	£ -
Monthly Income	£ -	£ -	£ -	£ -
Monthly Expenses	£ -	£ -	£ -	£ -
Closing Bank Balance	£ -	£ -	£ -	£ -

# Things To Consider

- **When will the income from your sales come in?**
- **Will all your sales be paid within the month?**
- **When will you have to pay your costs?**

# Budget Template

<u>ANNUAL BUDGET</u>		Example Month
<b>Income</b>		
Source 1	£	1,000.00
Source 2	£	250.00
Source 3	£	400.00
<b>Total Income</b>	£	1,650.00
<b>Costs</b>		
Cost of Goods Sold	£	75.00
<b>Overheads</b>		
Staff - salaries, pensions, benefits & wages	£	1,000.00
Property rent, service charges & rates	£	-
Utility Costs	£	75.00
Marketing, Advertising, and Promotion	£	25.00
Bank Charges	£	5.00
Travelling Expenses	£	-
Stationery, office and Postage Costs	£	12.00
Professional Fees	£	-
Premises maintenance	£	-
Insurance	£	35.00
<b>Total Overheads</b>	£	1,152.00
<b>Total Costs</b>	£	1,227.00
<b>Profit</b>	£	423.00