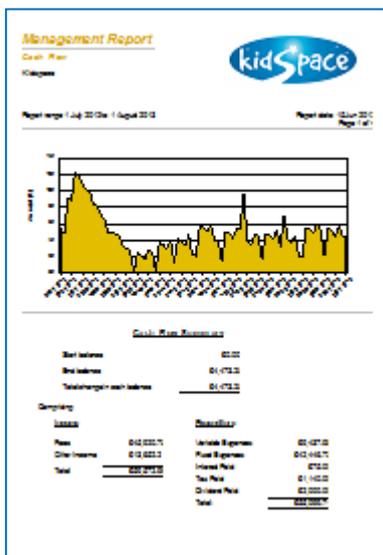


CASH FLOW GRAPH



The Cash Flow Graph shows graphically how the amount of money you have changes through a period.

The report contains:

- a graph showing how your cash changed through the period
- a traditional cash flow statement
- a detailed breakdown of the setting transactions included using your own income and expenditure categories.

The purpose of the report is to help you to avoid running out of cash by showing:

- times of year when cash may be short
- how much and why your cash changed in the period.
- to spot good or bad trends developing.

Let's look at an example using the Setting Finances tutorial data set.

Go > Home > Management Reports > Setting Finances > Cash Flow Graph >

A pop-up will appear asking you to specify a date range for the report.

Choose a date range of:

01 July 2012 to 31 July 2013

and click on the OK button.

A new pop-up will appear and ask you for the initial balance to use.

This ought to be your bank balance at the beginning of the period you specified.

Our example is for a setting that is just starting up, leave the amount as **£0.00** and press the 'OK' button.

The Cash Flow Graph will now appear.

About The Example Setting

There are several unusual items in this statement that may not apply to your setting (like grants and dividends). They have just been included so we can see how they are handled.

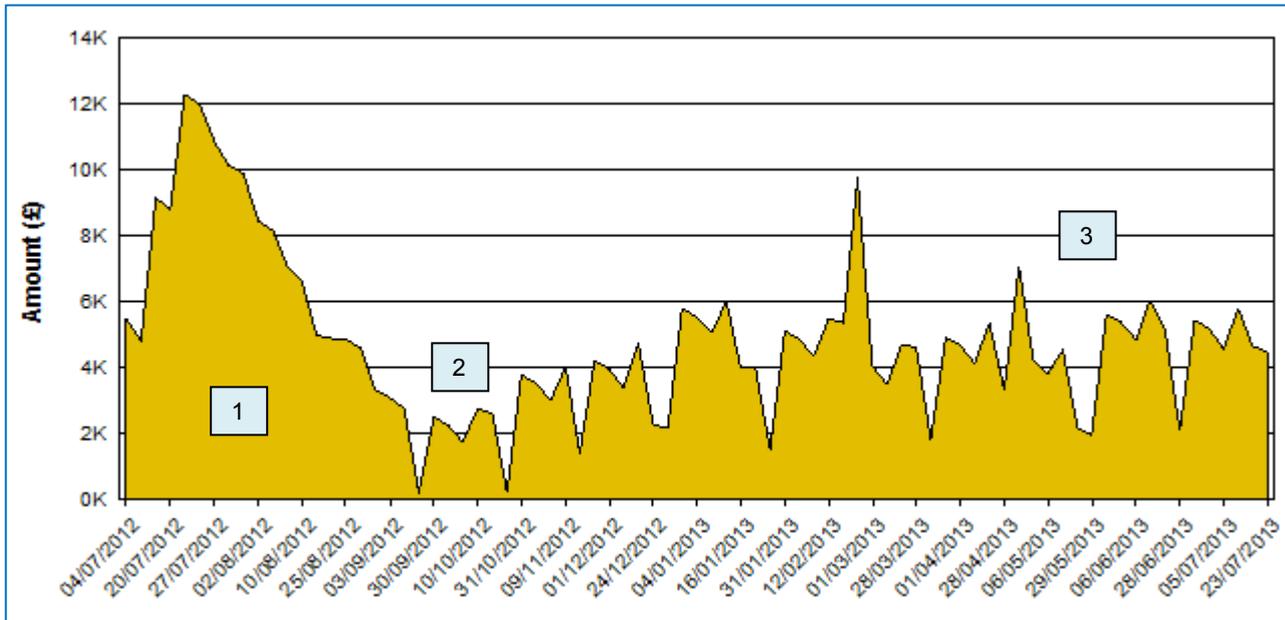
The spiky nature of the graph is quite realistic with regular large wage bills and fee income deposits.

Many small settings also experience slow times of year when cash may be in short supply, typically late December and the summer holidays.

Cash Flow Graph - First Page

You should now be looking at the first page of the report. It has a graph at the top and a traditional cash flow statement at the bottom of the page.

The graph clearly shows how your cash has changed through the period.



Here is what happened...

1. The period up to September shows when we put money in and spent it on setting up the setting.
2. The first two months we were open - we lost a bit of sleep over our bank balance here!
3. The cash in the bank trends gently upwards for the rest of the period - just as we had intended.

Below the graph there is a Cash Flow Summary which shows the cash amounts by transaction type (not category). This is a more traditional presentation of the cash flow information.

Cash Flow Summary			
Start balance:		£0.00	
End balance:		£4,473.25	
Total change in cash balance:		£4,473.25	
Comprising:			
<u>Income</u>		<u>Expenditure</u>	
Fees:	£45,920.75	Variable Expenses:	£9,437.98
Other income:	£13,652.21	Fixed Expenses:	£42,446.73
Total:	£59,572.96	Interest Paid:	£75.00
		Tax Paid:	£1,140.00
		Dividend Paid:	£2,000.00
		Total:	£55,099.71

Cash Flow Graph- Page 2 Onwards

The subsequent pages show a detailed breakdown of the reconciled setting transactions that were used in the report: The breakdown will group the transactions using our own income and expenditure categories.

Report date: 15 Jun 2012		Cash Flow Details		Page 2 of 4
Initial Cash Balance				
04-Jul-2012	Initial cash balance			£0.00
	Total Initial Cash Balance			£0.00
Fee Income				
Fee Income				
	Fee Income			£45,920.75
	Total Fee Income			£45,920.75
Other Income				
Other Income				
04-Jul-2012	Directors Start Up Loan		£5,800.00	
10-Jul-2012	Start Up Capital Grant		£4,352.21	
25-Jul-2012	Start Up Revenue Grant		£3,500.00	
	Total Other Income		£13,652.21	
	Total Other Income			£13,652.21
Expenditure				
Variable				
Activities and Materials				
20-Jul-2012	Card	Plastic Ware		£256.00
	Card	Adm in desk, chairs and filing pedestal		£120.00
26-Jul-2012	Card	Imaginative play equipment		£300.00

The detailed information allows you to home in on the details of any area of the graph that looks interesting to see what has been causing a problem, or what is going well.

Each of your categories will be totalled as will the income and expenditure types.

Dividend Paid				
Dividend Paid				
16-Jan-2013	BACS	Staff dividend		£2,000.00
		Total Dividend Paid		£2,000.00
		Total Type Dividend Paid		£2,000.00
		Total Expenditure		£55,099.71
Total Change In Cash Balance:				£4,473.21

You can easily see how the report added up the figures that are shown on page 1 of the report.

End