# Checkpoint Task

# Personal Cash Flow Forecast

**Have a go**

Using the table below, design your own cash flow forecast for the next 4 weeks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Week 1 | Week 2 | Week 3 | Week 4 |
| Balance brought forward |  |  |  |  |
| **Income** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total income |  |  |  |  |
| **Expenditure** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total expenditure |  |  |  |  |
| Balance carried forward |  |  |  |  |

Explain why the balance brought forward for Week 2 is the same as the balance carried forward for Week 1.

**Think**

Identify two common types of income for a business.

1. 2

Identify four common types of expenditure for a business.

1. 2

3 4

**Extension**

Which of the types of expenditure that you have identified above stay the same most months and which are likely to change regularly?

Find out the name of a type of expenditure that *does not* change as output changes.

Find out the name of a type of expenditure that *does* change as output changes.