

The Sports and Coaching Camp Business Guide

Thirteen-week cash-flow sheet

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Use payout dates and actual due dates. Put the first week in the first row, then carry each closing balance into the next row.

Week ending	Opening cash	Customer cash in	Other cash in	Payroll out	Supplier and venue out	Tax, refunds, and other out	Closing cash
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13							

Closing cash = opening cash + both cash-in columns - all cash-out columns

Lowest closing cash

Amount/date

Minimum acceptable level

Amount and basis

Money committed to future delivery, tax, and non-overlapping reserves

Amount and basis

Action before crossing it

Action/owner/date

Label loans and owner funding separately. They are cash inflows, not customer sales. Replace forecasts with actuals each week.