



# Our Goals:

- Understand components of cash flow planning/forecast
  - Presentation
  - Q&A
- Breakout Groups - Prepare Cash Flow Forecast for Erie County Cultural Funding Grant Application
  - Why does this funder ask for this?
  - How is this different than a budget?
  - Short Form - by quarter
  - Long Form - by month (unless your budget is < \$200k)

# What It ISN'T

- ▶ A cash flow forecast is NOT the same as a cash flow statement



# Where to Start?

- ▶ Budget
- ▶ In the absence of a budget? 2018 v. 2019
  - ▶ Let's plan!
- ▶ Cash vs. Non Cash
- ▶ Restricted vs. Unrestricted
- ▶ Timing is everything!

# Components of Cash Flow Forecasts - Cash In

## Cash In:

- Earned Revenue
- Fundraising
- Grants
- Government Contracts
- Other?
- Cash vs. Non Cash - Pledges, Temporarily Restricted, LOC
- TIMING

# Components of Cash Flow Forecasts - Cash Out

## Cash Out:

- Operating Expenses
  - Personnel - payroll, tax, benefits, contracts
  - Occupancy - Rent/Utilities
  - Program related expenses - supplies
  - Organization wide - audit, legal, insurance
- Cash vs. Non-cash - depreciation, bad debt, pre-pays, debt
- TIMING

# Template

- ▶ Beginning Cash - Total v Restricted
- ▶ Separate cash in and cash out by operating and non operating sections
- ▶ Restricted analysis - released from restriction
- ▶ View it through the lens of the organization - drive future planning, action needed?
- ▶ View it through the lens of the funder - operating liquidity
- ▶ For submission for EC grant - eliminate actual, group/size into readable pdf

# CONTACT US



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