

Appendix 1

Simple Cash flow statement

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Opening cash reserves						
General donations						
Gift Aid and GASDS						
Other income						
Total income						
Staff costs						
Property costs						
Ministry costs						
Other costs						
Total expenditure						
Closing cash reserves						

Things to remember

- Be realistic ;
- Donation income may fall, so keep this under review and amend as necessary;
- Gift Aid may be slower to be recovered - factor in some delay;
- Many sources of other income are likely to dry up;

- some areas of expenditure will be bound by contractual obligations;
- you may be able to secure payment holidays in some areas;
- variable costs are likely to fall

Remember to have a plan B and plan C in the event that cash flow deteriorates faster than anticipated.