MONTHLY CASH POSITION STATEMENT

Statement of Cash Accounts and Balances

Company: _____ **Month/Year:** _____

Prepared By: _____ **Date Prepared:** _____

Cash Account Description	Balance
Beginning Cash Balance (as of 1st of the month)	
Cash Inflows	
Customer Receipts / Sales	
Interest Income	
Other Cash Receipts	
Total Cash Inflows	
Cash Outflows	
Vendor Payments / Accounts Payable	
Payroll & Employee Benefits	
Operating Expenses	
Tax Payments	
Loan & Interest Payments	
Other Cash Disbursements	
Total Cash Outflows	
Net Monthly Cash Flow (Inflows minus Outflows)	
Ending Cash Balance (Calculated)	

Reconciliation to Bank/Cash Accounts	
Petty Cash	
Primary Operating Bank Account	
Savings & Investment Accounts	
Other Cash Equivalents	

Reconciliation to Bank/Cash Accounts	
Total Actual Cash on Hand (Must equal Ending Cash Balance)	
Variance / Discrepancy	

Prepared By

Approved By