

Create a 12-week cash-flow forecast

Cash-flow planner

Premium lesson companion

Teaching brief • applied vocabulary • guided workbook • knowledge check • answer guide

Name _____

Date _____

Create a 12-week cash-flow forecast

Short-term forecasting places expected receipts and payments in the week they may actually occur, revealing timing gaps early.

The deeper idea

A 12-week forecast begins with reconciled cash, uses cautious receipt dates, includes irregular obligations, and is replaced with actual results as each week closes.

Learning objectives

- Explain opening balance in the context of create a 12-week cash-flow forecast.
- Distinguish cash timing from an assumption or promotional summary.
- Show how ending balance changes cost, timing, control, responsibility, or risk.
- Complete the cash-flow planner using traceable source information.

Vocabulary in action

opening balance	Locate it in source material and state what it measures or governs.
cash timing	Use it to make the comparison concrete instead of relying on a label.
ending balance	Name who carries responsibility, what triggers it, and which control makes it visible.

Move from information to a responsible next step.

1. Define the exact question

State the purpose, deadline, and consequence of delay. Connect the question directly to create a 12-week cash-flow forecast.

2. Gather governing evidence

Collect current agreements, statements, official disclosures, operating records, or program instructions. Record the source and date.

3. Apply the vocabulary

Locate opening balance, cash timing, and ending balance in the real document or process. Translate each into a dollar, date, action, control, or responsibility.

4. Test a difficult case

Change one important assumption - timing, volume, cost, income, access, or support - and explain whether the plan still works.

5. Record the decision

Choose proceed, revise, compare, seek qualified review, or stop. Name the next action, its owner, and the review date.

Applied scenario

A learner must make this decision this month. The learner gathers governing records, locates opening balance, cash timing, and ending balance, and completes the assignment. The decision pauses if the difficult-case test exposes an obligation or operating risk that cannot be managed.

Cash-flow planner

Enter opening cash, conservative inflows, required outflows, and weekly ending balances for 12 weeks.

Purpose: What exact decision does create a 12-week cash-flow forecast support?

Evidence: Which source documents prove the facts? Include dates.

Terms: Where do opening balance, cash timing, and ending balance appear, and what does each change?

Stress-test and decision record

Stress test: Which assumption is most fragile, and what happens if it fails?

Decision record: What is the next action, who owns it, and when will it be reviewed?

My recorded status
☐ Proceed ☐ Revise ☐ Compare ☐ Seek qualified review ☐ Stop

Confirm your understanding.

1. State the central teaching in your own words.

2. How do opening balance and cash timing work together?

3. What evidence is strong enough to use?

4. What would make the plan pause?

5. What belongs in the finished assignment?

Compare reasoning, not just wording.

1. State the central teaching in your own words.

A 12-week forecast begins with reconciled cash, uses cautious receipt dates, includes irregular obligations, and is replaced with actual results as each week closes.

2. How do opening balance and cash timing work together?

Define each, locate both in source material, and explain their combined effect on the decision.

3. What evidence is strong enough to use?

Current, relevant, traceable information from an agreement, statement, official source, operating record, or qualified professional.

4. What would make the plan pause?

A missing governing fact, unsupported claim, unmanageable stress case, or inability to explain the responsibility attached to ending balance.

5. What belongs in the finished assignment?

Purpose, sources, term definitions, comparison or calculation, difficult-case result, unanswered questions, responsible owner, and review date.

Education-only boundary

This resource provides general education. It does not submit applications, negotiate with providers, handle customer funds, promise outcomes, or replace individualized guidance from an appropriately qualified professional.