

Division of Local Government Finance

Basic Cash Flow Estimating

TENNESSEE COMPTROLLER OF THE TREASURY



Contact Information by Region

REGION 5

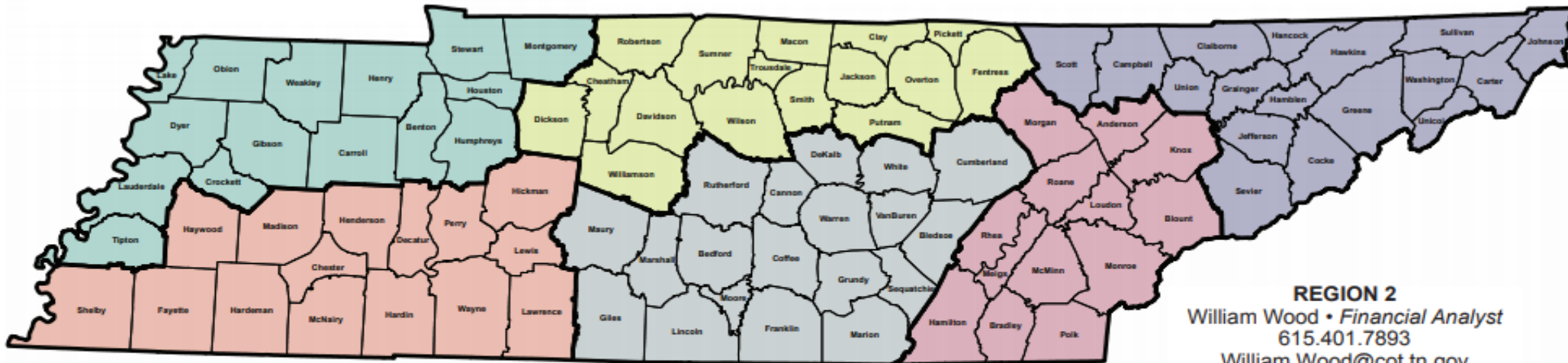
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Effective March 1, 2020

The Basics

The Cash Flow Forecast Schedule is a tool designed to help you visualize the cash receipts and cash disbursements made during the fiscal year. It is used to help make sure your government has enough cash available throughout the year to pay its obligations as they become due. Because the amount of cash received and spent varies from month to month, this is an important aspect of managing public dollars. But what numbers do I enter?

In this presentation, we will discuss:

- How to get started (the research required to build a basic cash flow)
- How to use our cash flow estimator spreadsheet
- How the spreadsheet makes estimates for future periods
- How to explain what is being forecast

Building the Base

The basis of all cash flow is the history of the fund we are working on. Separate schedules are prepared for individual funds.

The General Fund has different cash flows than the Water Fund

- Things to gather:
 - July-June bank statements for the fund
 - Listing of non-operating items for this period
 - Estimated operating revenues and expenditures for the upcoming budget year

Budget Cash Flow Research

First State Bank		
Account Holder: Sample City		
Account: General Fund		
Date July 2019		
Deposit	25,000.00	
Check # 234		2,500.00
Check # 233		2,700.00
Check # 237		11,200.00
Deposit	16,500.00	
Check # 235		18,900.00
Check # 236		2,156.00
Check # 239		8,456.00
Check # 238		251.00
Deposit	12,458.00	
Deposit	380.00	
Check # 240		15,412.00
Check # 241		4,571.00
Check # 243		2,594.00
Check # 242		1,598.00
Deposit	5,412.00	
Deposit	1,250.00	
Check # 245		1,478.00
Check # 244		521.00
Check # 246		163.00
Deposit	100,000.00	
Totals	161,000.00	72,500.00

Entering the Research Data



Cash Flow Forecast Estimating

For Fiscal Year 2022

Operating Revenues from FY 2022 Budget
Operating Expenditures from FY 2022 Budget

\$ 1,000,000.00
\$ 989,000.00

Data from FY 2021

Fund Name	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Total Bank Deposits	\$ 161,000	\$ 63,000	\$ 60,000	\$ 92,000	\$ 59,000	\$ 126,100	\$ 60,000	\$ 215,200	\$ 259,000	\$ 61,250	\$ 58,300	\$ 93,600	\$ 1,308,450
Loan Proceeds	(100,000)	-	-	-	-	-	-	-	-	-	-	-	(100,000)
Grant Proceeds	-	-	-	-	-	-	-	-	(200,000)	-	-	-	(200,000)
Other non-operating Proceeds	-	-	-	-	-	-	-	-	-	-	-	(32,150)	(32,150)
Total Cash Inflows	\$ 61,000	\$ 63,000	\$ 60,000	\$ 92,000	\$ 59,000	\$ 126,100	\$ 60,000	\$ 215,200	\$ 59,000	\$ 61,250	\$ 58,300	\$ 61,450	\$ 976,300
Monthly Inflows as a % of total Inflows	6.25%	6.45%	6.15%	9.42%	6.04%	12.92%	6.15%	22.04%	6.04%	6.27%	5.97%	6.29%	100%
Total Bank Withdrawals	\$ 72,500	\$ 173,600	\$ 71,580	\$ 74,561	\$ 72,580	\$ 85,000	\$ 72,600	\$ 79,589	\$ 90,584	\$ 175,123	\$ 221,980	\$ 74,600	1,264,297
Capital Projects	-	(100,000)	-	-	-	-	-	-	-	-	-	-	(100,000)
Grant Expense Disbursements	-	-	-	-	-	-	-	-	-	(50,000)	(150,000)	-	(200,000)
Other non-operating disbursements	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Outflows	\$ 72,500	\$ 73,600	\$ 71,580	\$ 74,561	\$ 72,580	\$ 85,000	\$ 72,600	\$ 79,589	\$ 90,584	\$ 125,123	\$ 71,980	\$ 74,600	\$ 964,297
Monthly Outflows as a % of total Outflows	7.52%	7.63%	7.42%	7.73%	7.53%	8.81%	7.53%	8.25%	9.39%	12.98%	7.46%	7.74%	100%

Budget Cashflow Schedule Template

Cash Flow Forecast Estimating

For Fiscal Year 2022

Operating Revenues from FY 2022 Budget

Operating Expenditures from FY 2022 Budget

\$ 1,000,000.00

\$ 989,000.00

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Total Cash Outflows	\$ 72,500	\$ 73,600	\$ 71,580	\$ 74,561	\$ 72,580	\$ 85,000	\$ 72,600	\$ 79,589	\$ 90,584	\$ 125,123	\$ 71,980	\$ 74,600	\$ 964,297
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Fund Name	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cash Receipts	\$ 62,481	\$ 64,529	\$ 61,457	\$ 94,233	\$ 60,432	\$ 129,161	\$ 61,457	\$ 220,424	\$ 60,432	\$ 62,737	\$ 59,715	\$ 62,942	\$ 1,000,000
Loan and Grant Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Inflows	62,481	64,529	61,457	94,233	60,432	129,161	61,457	220,424	60,432	62,737	59,715	62,942	1,000,000
Beg Cash Bal	856,123	844,247	833,290	821,333	839,095	825,088	867,072	854,069	992,865	960,393	894,801	880,692	
Available Cash	918,604	908,776	894,747	915,567	899,528	954,250	928,529	1,074,493	1,053,297	1,023,129	954,516	943,634	
Cash Payments	\$ 74,357	\$ 75,485	\$ 73,414	\$ 76,471	\$ 74,439	\$ 87,177	\$ 74,460	\$ 81,628	\$ 92,905	\$ 128,328	\$ 73,824	\$ 76,511	989,000
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Outflows	74,357	75,485	73,414	76,471	74,439	87,177	74,460	81,628	92,905	128,328	73,824	76,511	989,000
Ending Balance	844,247	833,290	821,333	839,095	825,088	867,072	854,069	992,865	960,393	894,801	880,692	867,123	
Cash Inflows - Outflows	\$ (11,876)	\$ (10,956)	\$ (11,957)	\$ 17,762	\$ (14,007)	\$ 41,984	\$ (13,003)	\$ 138,796	\$ (32,472)	\$ (65,591)	\$ (14,109)	\$ (13,569)	\$ 11,000

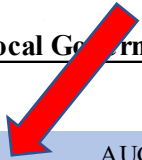
Prior Year Information
Research data = %'s Based on

%'s Applied to FY 2022
Budget Amounts

Budget Cashflow Schedule Template

Cash Flow Forecast Schedule ** Sample Local Government
 FY 2022

Fund Name	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cash Receipts	\$ 62,481	\$ 64,529	\$ 61,457	\$ 94,233	\$ 60,432	\$ 129,161	\$ 61,457	\$ 220,424	\$ 60,432	\$ 62,737	\$ 59,715	\$ 62,942	\$ 1,000,000
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Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
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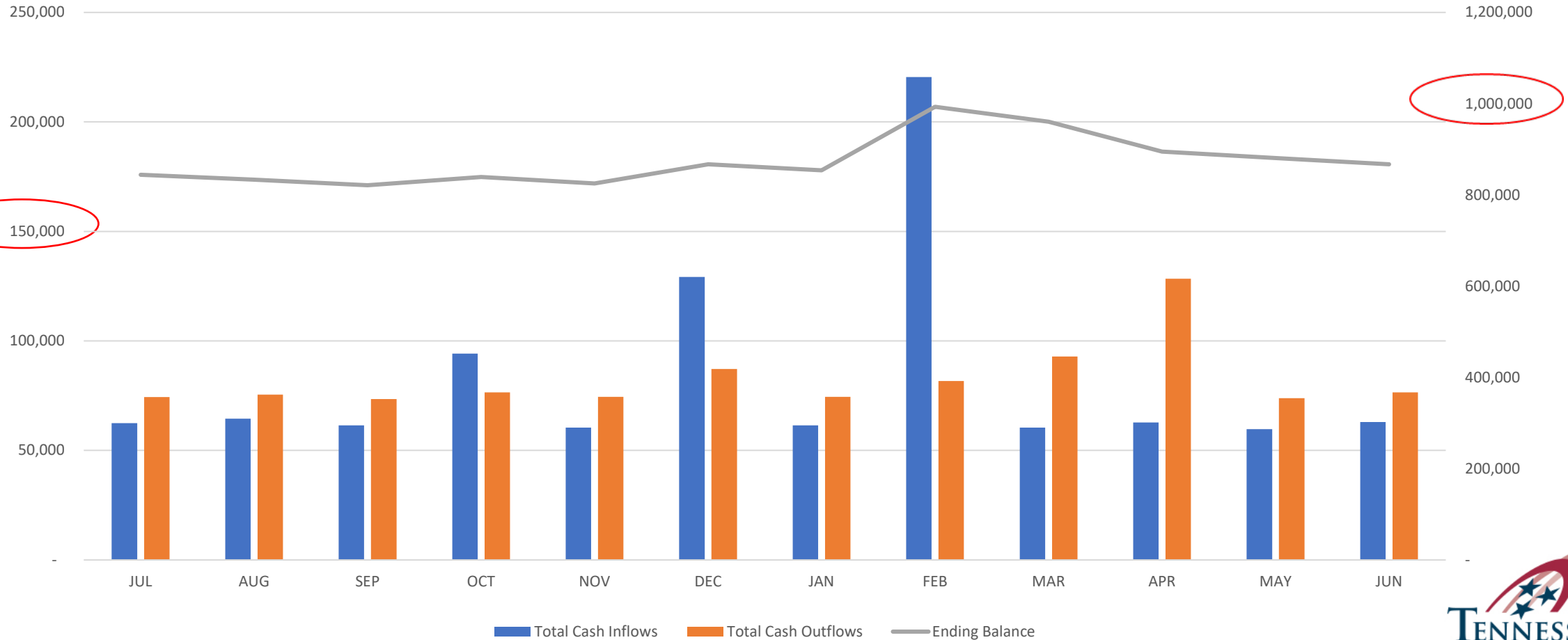
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	B	C	D



Budget Cashflow Schedule Template

General Fund



Things to Remember

- Start by getting all your research together
- Enter your data from your bank statements
- Enter total **operating** revenues and expenditures for the newly adopted budget year in the two yellow cells.
- The schedule will calculate all values for you
- Finish by entering all the **non-operating** amounts from the newly adopted budget.
- You created this powerful tool so share it with your Board

Message from LGF

- A sample Cash Flow Schedule and Estimator Schedule is available on our website at:

tncot.cc/budget

- Remember to submit your complete budget package by email to:

LGF@cot.tn.gov

- No hard copies are required to be sent to LGF!

Call if you need assistance!

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