

America's Most Convenient Bank®

This webinar is provided by TD Bank, N.A. It is for information purposes only and may not be appropriate for other purposes. The information contained in this webinar has been drawn from sources believed to be reliable but is not guaranteed to be accurate or complete. Moreover, the information is based on certain assumptions and other factors and is subject to inherent risks and uncertainties. The views expressed by TD Bank, N.A. and its Agents during this webinar should not be taken as advice and TD Bank, N.A. makes no guarantee as to the actual outcome. Similarly, TD Bank, N.A., and its affiliates and related entities are not liable for any errors or omissions in the information, analysis or views contained in this report, or for any loss or damage suffered.



## **Managing Cash Flow**

## Here's what we'll cover today



#### **Understanding cash flow:**

- 1. Balance Sheet
- 2. Income / Profit & Loss (P&L) Statement
- 3. Cash Flow Statement
- 4. Statement of Owner's / Stockholders' Equity

#### Forecasting operating cash flow

- 1. Important questions and "What If" scenarios
- 2. Understanding when you need access to additional capital

# Important resources and templates to get started – all available online!

- 1. Cash flow forecasting basics video and guide
- 2. <u>12-month cash flow template</u> (PDF)
- 3. <u>12-month cash flow template</u> (Excel)



ternal

## Why is Understanding Cash Flow Important?





According to a U.S. Bank study, **82** percent of **business** failures are **due** to poor **cash flow** management, or poor understanding of how **cash flow** contributes to **business**.

#### What is cash flow?

**Cash flow** is the net amount of **cash** and **cash**-equivalents being transferred into and out of a business. At the most fundamental level, a company's ability to create value is determined by its ability to generate positive **cash flows**.

## **Managing Cash Flow**



## How can you run a more profitable company?

Do you have a clear picture of your company's cash flow and balance sheet?

- If yes do you know how to review financial documents to see if there are areas you can reduce your costs?
- If no do you know how to get started and review how money is coming in and out (flows), giving you an accurate picture of your bottom line?



## Goal: Run a more profitable company!

## **Key Concepts:**

Accounts Receivable Turnover – How quickly a business is collecting money owed by clients

Net Credit Sales for a Period/ Average Accounts Receivable for a Period

**Accounts Payable Turnover** – How quickly a business makes payments to creditors

## Four Views of a Company's Financial Health



Pro Tip: If you don't have a CPA, consider getting started with cloud-based accounting services. They often work with a download of online banking history.

#### **Balance Sheet**

Helps Answer: "Current financial situation?" Indicates the cash position of the business and what the owner's equity is at any given point of time or a "snapshot" (the balance sheet will show assets, liabilities, owner's equity and retained earnings).

#### **Statement of Owner's/Stockholder's Equity**

Helps Answer: "How much income is being retained?" Retained earnings shows what can be reinvested to fund growth.

#### Income or Profit & Loss (P&L) Statement

Helps Answer: "Is the business profitable?"
Summary of business revenues and expenses over a period of time (ex: monthly, quarterly or full year)

#### **Cash Flow Statement**

Helps Answer: "What is the outlook?"

Shows money coming in and out and how well the company generates cash to pay its debt and fund its operating expenses. Healthy cash flow is critical to the survival of the business!



## **Quick Overview of Financial Statements**



#### **Income Statement**

Revenues

ExpensesNet Income



# Statement of Owner's/Stockholders' Equity

Beginning Stockholders' Equity

- +Net Income
- -Dividends

**Ending Stockholders' Equity** 

#### **Statement of Cash Flows**

- +/- Cash Flows from Operating
- +/- Cash Flows from Investing
- +/- Cash Flows from Financing 3

Change in Cash

Cash at Beginning of Period

Cash at the End of Period

#### **Balance Sheet**

Cash

Other Assets

**Total Assets** 

Liabilities

Common Stock/Owner's Equity

Retained Earnings -

Total Liabilities & Stockholders'

Equity

Financial statements are for illustrative purposes.

## **Balance Sheet**

#### Statement of a Financial Position



Indicates the cash position of the business and what the owner's equity is at any given point of time or a "snapshot" (the balance sheet will show assets, liabilities and retained earnings).

#### **Assets: Current & Non-Current Assets**

- Current Assets: Can be converted into cash within ONE year
- Non-Current Assets: Long-term assets that are used in operations to generate profit and can't easily be converted into cash

#### **Liabilities: Current & Non-Current Liabilities**

- When something is owed to a third party (such as suppliers, lenders)
- Current liabilities: Expect to be settled within ONE year
- Non-Current liabilities: Don't expect to be paid soon

#### **Equity:** Owner's Equity & Retained Earnings

- When something is owed back to the owner
- Profits held for future use

## What does a balance sheet look like?



## Assets = Liabilities + Owner's Equity

Balance Sheet Statement As of December 31, 2020							
ASSETS		LIABILITES					
Current Assets		Current Liabilities					
Cash	\$65,000	Accounts Payable	\$10,000				
Accounts Receivable	\$25,000	Salaries Payable	\$5,000				
Pre-Paid Inventory & Expenses	\$20,000	Taxes Payable	\$15,000				
Total Current Assets	\$110,000	Total Current Liabilities	\$30,000				
Non-Current Assets		Non-Current Liabilities					
Equipment	\$50,000	Long Term Bank Loans	\$40,000				
Total Non-Current Assets	\$50,000	Total Non-Current Liabilities	\$40,000				
Total Assets	\$160,000	Total Liabilities	\$70,000				

EQU	ITY
Owner's Equity	\$10,000
Retained Earnings	\$80,000
Total Equity	\$90,000

Total Liabilities and Equity	\$160,000
------------------------------	-----------

## Income or Profit & Loss (P&L) Statement



# Summary of business revenues and expenses over a period of time (ex: monthly, quarterly or annually)

Revenue: Product Sales, Services Rendered and Other earnings

**Expenses:** Direct & Indirect

- Direct: Costs we can trace through products or services (Cost of Goods Sold); tend to be variable
- Indirect: Costs of running the business which isn't directly traced back to the products (overhead like rent, employee salaries or marketing costs) – tend to be mostly fixed

**Profit:** Revenue – Expenses = Profit



ternal

## Income or Profit & Loss (P&L) Statement





# **Key Question:**How do revenue, expenses and operating profit compare with a prior period?

Category	2019	2020	Change
Total Revenue	\$100,000	\$60,000	Lost revenue of \$40,000
Events	\$80,000	\$20,000	Cancelled events
Online Orders	\$20,000	\$40,000	✓ Family meal menu online
Total Expenses	-\$60,000	-\$20,000	Expenses down by \$40,000!
Kitchen Rental	-\$25,000	-\$5,000	✓ Reduced overhead
Raw Materials	-\$30,000	-\$9,000	✓ Online orders done in batch
Online Site	-\$3,000	-\$5,000	✓ Invested in updating site
Interest on Debt	-\$2,000	-\$1,000	✓ Lower credit card usage
Profit	=\$40,000	=\$40,000	Same Profit as last year

nternal 10

## **Cash Flow Statement**



## How much cash does your business need and how long will it last?

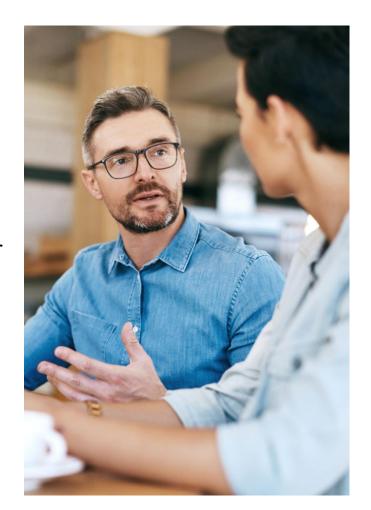
**Total Receipts:** All incoming sales and revenue streams

**Total Cash Payments:** Direct & Indirect Expenses Example: Materials, stock and packaging, overhead fees like rent, taxes, utilities, website hosting, salaries and insurance – they all add up!

**Net Cash Flow:** What's left over from Total Receipts after Total Cash Payments are deducted – is this positive or negative?

Opening/Closing Bank Balance: What action do you take with the remaining balance?

- Reinvest back into the business?
- Remain in the accounts, if so how long?
- Review options for business capital needs?



nternal

## What does a cash flow template look like?



This will help you detail the cash coming into and going out of the business on a monthly basis so you can forecast future surpluses and shortfalls.

RECEIPTS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot
Sales	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Other revenue	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Other	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Total receipts	<b>\$</b> 0												
LESS PAYMENTS													
Direct costs													
Materials	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$ 0	\$ 0	\$ 0	\$ 0	
Stock	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	\$ 0	\$ 0	\$ 0	\$ 0	
Packaging	\$ 0	\$0	\$ 0	\$0	\$ 0	\$0	\$0	\$0	\$0	\$ 0	\$ 0	\$0	
Other	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$ 0	\$0	\$0	\$ 0	\$0	\$ 0	\$ 0	
Sub total for direct costs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Overheads	<b>3</b> 0	J U	a u	<b>3</b> U	a u	a u	J U	a u	a) U	J U	a u	J U	
Accounting	\$0	\$0	\$ 0	\$0	\$ 0	\$0	\$0	\$0	\$0	\$ 0	\$0	\$0	
Bank Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Cleaning	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
Freight and postage	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	\$0	\$ 0	\$ 0	\$ 0	
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Marketing and advertising	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Motor vehicle expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$ 0	\$ 0	\$ 0	\$ 0	
Power	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	\$ 0	\$ 0	\$ 0	
Rent	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Repairs and maintenance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Salaries and employee expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Subscriptions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Tax	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Telephone	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Web site hosting and maintenance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Other	\$ 0	\$ 0	\$ 0	\$0	\$ 0	\$0	\$0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Other	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Other	\$ 0	\$ 0	\$ 0	\$0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Sub total for overheads	<b>\$</b> 0												
Total cash payments	<b>\$</b> 0												
Net cash flow	<b>\$</b> 0	\$ 0	<b>\$</b> 0	<b>\$</b> 0	<b>\$</b> 0	<b>\$</b> 0	<b>\$</b> 0	<b>\$</b> 0	<b>\$</b> 0	<b>\$</b> 0	<b>\$</b> 0	<b>\$</b> 0	
Opening bank balance	\$ 0	<b>\$</b> 0											
Closing bank balance												<b>\$</b> 0	Clear fo

Resources: 12-month cash flow template

## **Understanding the Cash Flow Template**



#### Let's take a closer look at revenues

	RECEIPTS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	Sales	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$ 0	<b>\$</b> 0
4	Other revenue	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	\$0	\$ 0	<b>\$</b> 0
	Other	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	<b>\$</b> 0
	Total receipts	<b>\$</b> 0												

#### Tips for how to enter your revenues or "Receipts":

Capacity: Use accurate figures from the past for accuracy in forecasting
 Important: Double check you are taking into consideration seasonality

Leave room for credit sales and late payers

Example:

80% of invoices are paid on time

10% are paid two months later

10% are paid three months later

Look for industry benchmarks and trends related to your market area

## **Understanding the Cash Flow Template**

\$ 0

\$ 0

\$0

\$0

**\$** 0

\$0



\$ 0

\$ 0

\$ 0

\$ 0

#### Let's take a closer look at expenses

Direct costs  Materials Stock Packaging Other Sub total for direct costs Overheads Accounting Bank Fees Cleaning Freight and postage Insurance Interest Marketing and advertising Motor vehicle expenses Power Rent Repairs and maintenance Salaries and employee expenses Subscriptions Tax Telephone Web site hosting and maintenance Other Other Other Sub total for overheads Total cash payments Net cash flow Opening bank balance  Closing bank balance			
Materials         \$ 0           Stock         \$ 0           Packaging         \$ 0           Other         \$ 0           Sub total for direct costs         \$ 0           Overheads         \$ 0           Accounting         \$ 0           Bank Fees         \$ 0           Cleaning         \$ 0           Freight and postage         \$ 0           Insurance         \$ 0           Interest         \$ 0           Marketing and advertising         \$ 0           Motor vehicle expenses         \$ 0           Power         \$ 0           Rent         \$ 0           Repairs and maintenance         \$ 0           Salaries and employee expenses         \$ 0           Subscriptions         \$ 0           Tax         \$ 0           Telephone         \$ 0           Web site hosting and maintenance         \$ 0           Other	LESS PAYMENTS		
Stock         \$ 0           Packaging         \$ 0           Other         \$ 0           Sub total for direct costs         \$ 0           Overheads         \$ 0           Accounting         \$ 0           Bank Fees         \$ 0           Cleaning         \$ 0           Freight and postage         \$ 0           Insurance         \$ 0           Insurance         \$ 0           Interest         \$ 0           Marketing and advertising         \$ 0           Motor vehicle expenses         \$ 0           Power         \$ 0           Rent         \$ 0           Repairs and maintenance         \$ 0           Subscriptions         \$ 0           Tax         \$ 0           Telephone         \$ 0           Web site hosting and maintenance         \$ 0           Other         \$ 0           Other         \$ 0           Other         \$ 0           Sub total for overheads         \$ 0           Total cash payments         \$ 0           Net cash flow         \$ 0           Opening bank balance         \$ 0	Direct costs		
Packaging         \$ 0           Other         \$ 0           Sub total for direct costs         \$ 0           Overheads         \$ 0           Accounting         \$ 0           Bank Fees         \$ 0           Cleaning         \$ 0           Freight and postage         \$ 0           Insurance         \$ 0           Interest         \$ 0           Marketing and advertising         \$ 0           Motor vehicle expenses         \$ 0           Power         \$ 0           Rent         \$ 0           Repairs and maintenance         \$ 0           Salaries and employee expenses         \$ 0           Subscriptions         \$ 0           Tax         \$ 0           Web site hosting and maintenance         \$ 0           Other         \$ 0           Other <td< td=""><td>Materials</td><td>\$ 0</td><td></td></td<>	Materials	\$ 0	
Other         \$ 0           Sub total for direct costs         \$ 0           Overheads         \$ 0           Accounting         \$ 0           Bank Fees         \$ 0           Cleaning         \$ 0           Freight and postage         \$ 0           Insurance         \$ 0           Interest         \$ 0           Marketing and advertising         \$ 0           Motor vehicle expenses         \$ 0           Power         \$ 0           Rent         \$ 0           Repairs and maintenance         \$ 0           Subscriptions         \$ 0           Tax         \$ 0           Telephone         \$ 0           Web site hosting and maintenance         \$ 0           Other         \$ 0           Sub total for overheads         \$ 0 <td>Stock</td> <td>\$ 0</td> <td></td>	Stock	\$ 0	
Sub total for direct costs  Overheads  Accounting  Bank Fees  Cleaning  Freight and postage Insurance Interest  Marketing and advertising  Motor vehicle expenses  Power Rent  Repairs and maintenance  Salaries and employee expenses  Subscriptions  Tax  Telephone  Web site hosting and maintenance  Other  Other  Other  Other  Sub total for overheads  Total cash payments  \$ 0  Opening bank balance	Packaging	\$ 0	
Overheads         \$ 0           Accounting         \$ 0           Bank Fees         \$ 0           Cleaning         \$ 0           Freight and postage         \$ 0           Insurance         \$ 0           Interest         \$ 0           Marketing and advertising         \$ 0           Motor vehicle expenses         \$ 0           Power         \$ 0           Rent         \$ 0           Repairs and maintenance         \$ 0           Salaries and employee expenses         \$ 0           Subscriptions         \$ 0           Tax         \$ 0           Telephone         \$ 0           Web site hosting and maintenance         \$ 0           Other         \$ 0           Sub total for overheads         \$	Other	\$ 0	
Accounting \$ 0  Bank Fees \$ 0  Cleaning \$ 0  Freight and postage \$ 0  Insurance \$ 0  Interest \$ 0  Marketing and advertising \$ 0  Motor vehicle expenses \$ 0  Power \$ 0  Rent \$ 0  Repairs and maintenance \$ 0  Salaries and employee expenses \$ 0  Tax \$ 0  Telephone \$ 0  Web site hosting and maintenance \$ 0  Other \$ 0  Ot	Sub total for direct costs	\$ 0	
Bank Fees   \$ 0     Cleaning   \$ 0     Freight and postage   \$ 0     Insurance   \$ 0     Insurance   \$ 0     Interest   \$ 0     Motor vehicle expenses   \$ 0     Repairs and maintenance   \$ 0     Salaries and employee expenses   \$ 0     Salaries and employee expenses   \$ 0     Tax   \$ 0     Tax   \$ 0     Telephone   \$ 0     Web site hosting and maintenance   \$ 0     Other   \$ 0     Other   \$ 0     Other   \$ 0     Other   \$ 0     Substotal for overheads   \$ 0     Total cash payments   \$ 0     Net cash flow   \$ 0     Opening bank balance   \$ 0     Openi	Overheads	• •	
Bank Fees \$ 0 Cleaning \$ 0 Freight and postage \$ 0 Insurance \$ 0 Interest \$ 0 Marketing and advertising \$ 0 Motor vehicle expenses \$ 0 Power \$ 0 Rent \$ 0 Repairs and maintenance \$ 0 Subscriptions \$ 0 Tax \$ 0 Telephone \$ 0 Web site hosting and maintenance \$ 0 Other \$	Accounting	\$0	
Freight and postage \$0 Insurance \$0 Interest \$0 Marketing and advertising \$0 Motor vehicle expenses \$0 Rent \$0 Repairs and maintenance \$0 Salaries and employee expenses \$0 Subscriptions \$0 Tax \$0 Telephone \$0 Web site hosting and maintenance \$0 Other \$0 O		\$ 0	
Insurance	Cleaning	\$ 0	
Insurance \$ 0 Interest \$ 0 Marketing and advertising \$ 0 Motor vehicle expenses \$ 0 Power \$ 0 Rent \$ 0 Repairs and maintenance \$ 0 Salaries and employee expenses \$ 0 Subscriptions \$ 0 Tax \$ 0 Tax \$ 0 Telephone \$ 0 Web site hosting and maintenance \$ 0 Other \$ 0 Other \$ 0 Other \$ 0 Total cash payments \$ 0 Total cash flow \$ 0 Opening bank balance	Freight and postage	\$ 0	
Marketing and advertising         \$ 0           Motor vehicle expenses         \$ 0           Power         \$ 0           Rent         \$ 0           Repairs and maintenance         \$ 0           Salaries and employee expenses         \$ 0           Subscriptions         \$ 0           Tax         \$ 0           Telephone         \$ 0           Web site hosting and maintenance         \$ 0           Other         \$ 0           Other         \$ 0           Other         \$ 0           Sub total for overheads         \$ 0           Total cash payments         \$ 0           Net cash flow         \$ 0           Opening bank balance         \$ 0		\$ 0	
Motor vehicle expenses   \$ 0	Interest	\$ 0	
Motor vehicle expenses   \$ 0	Marketing and advertising	\$ 0	
Rent \$0 Repairs and maintenance \$0 Salaries and employee expenses \$0 Subscriptions \$0 Tax \$0 Telephone \$0 Web site hosting and maintenance \$0 Other		\$ 0	
Repairs and maintenance \$ 0 Salaries and employee expenses \$ 0 Subscriptions \$ 0 Tax \$ 0 Telephone \$ 0 Web site hosting and maintenance \$ 0 Other \$ 0 Other \$ 0 Other \$ 0 Tother \$ 0 Other	Power	\$ 0	
Salaries and employee expenses \$ 0 Subscriptions \$ 0 Tax \$ 0 Telephone \$ 0 Web site hosting and maintenance \$ 0 Other \$ 0 Other \$ 0 Other \$ 0 Sub total for overheads \$ 0 Total cash payments \$ 0 Net cash flow \$ 0 Opening bank balance \$ 0	Rent	\$ 0	
Subscriptions \$ 0 Tax \$ 0 Telephone \$ 0 Web site hosting and maintenance \$ 0 Other \$ 0 Other \$ 0 Other \$ 0 Total cash payments \$ 0 Net cash flow \$ 0 Opening bank balance \$ 0	Repairs and maintenance	\$ 0	
Tax \$0 Telephone \$0 Web site hosting and maintenance \$0 Other \$0 Other \$0 Other \$0 Total cash payments \$0 Net cash flow \$0 Opening bank balance \$0 Total cash payments \$0 Opening bank balance \$0	Salaries and employee expenses	\$ 0	
Telephone \$ 0  Web site hosting and maintenance \$ 0  Other \$ 0  Ot	Subscriptions	\$ 0	
Web site hosting and maintenance \$ 0 Other \$ 0 Opening bank balance \$ 0	Tax	\$ 0	
Other         \$ 0           Other         \$ 0           Other         \$ 0           Sub total for overheads         \$ 0           Total cash payments         \$ 0           Net cash flow         \$ 0           Opening bank balance         \$ 0	Telephone	\$ 0	
Other \$ 0 Other \$ 0 Other \$ 0 Sub total for overheads \$ 0 Total cash payments \$ 0 Net cash flow \$ 0 Opening bank balance \$ 0	Web site hosting and maintenance	\$ 0	
Other \$ 0 Sub total for overheads \$ 0 Total cash payments \$ 0 Net cash flow \$ 0 Opening bank balance \$ 0	Other	\$ 0	
Sub total for overheads \$ 0  Total cash payments \$ 0  Net cash flow \$ 0  Opening bank balance \$ 0	Other	\$ 0	
Total cash payments \$ 0  Net cash flow \$ 0  Opening bank balance \$ 0	Other	\$ 0	
Net cash flow \$ 0 Opening bank balance \$ 0	Sub total for overheads	\$ 0	
Opening bank balance \$0	Total cash payments	\$ 0	
, ,	Net cash flow	\$ 0	
, ,	Opening bank balance	\$ 0	
	Closing bank balance		

## Tips for how you enter your expenses:

\$ 0

\$ 0

\$ 0

\$0

\$0

\$0

**\$** 0

\$ 0

\$ 0

\$ 0

Use accurate figures!

\$0

\$0

Example: Look at previous invoices, bills, and statements

\$ 0

\$0

\$ 0

\$0

\$0

\$0

\$ 0

\$ 0

\$ 0

\$0

\$ 0

\$0

**\$** 0

\$ 0

- Accounting software can help make this easier to summarize
- Understand the breakdown of direct and indirect expenses
  - What expenses directly impact your revenue?
- Are these fixed or variable expenses?
   Example: Start-Ups tend to have more one-time initial fees
- Use industry benchmarks, are your expenses in-line with others that operate similarly to you?

## **Understanding the Cash Flow Template**





Now that we've reviewed the cash flow statement let's look at some of the line items in more detail as they impact the business.

**Sales and Revenue:** What % of dollar volume is generated from marketing activities?

**Direct Costs:** Using MoM and YoY comparisons, is it time for the business to shop for a new supplier or source differently?

**Overhead:** Frequent review is important. Are the items required to generate Sales and Revenue?

### **Operating Cash Flow to Sales (found on Income Statement):**

- (Net Cash Flow / Net Sales) x 100 = Percentage
- For every \$1 in Sales, how much in Net Cash Flow is generated?
- High percentage is preferred, but type of industry plays an equally important role (ex: service-only business may have a higher percentage than a cost-heavy manufacturing facility)



nternal

## What should a cash flow statement tell you?



Let's take a look at how we use past trends to get an outlook on the future

# Looking back – compare month over month (MoM) and then year over year (YoY):

- When is there a cash flow surplus?
- What do you do with excess cash when you have it?
- When do you have a cash flow shortfall?
- What happens during a shortfall?
- Start Up: Actuals matching initial business plan?
   Often start with negative cash flow for a while
- Established: How are current growth plans performing?

## **Looking ahead – at least 1-5 years:**

- Template should breakdown into monthly increments
- Note what upcoming sales seasons look like
- Take into account industry studies or benchmarks
- Consider "What if?' scenarios
- Make detailed notes about the assumptions
- Understand how you came to all calculations
- Honesty is the best policy! This is your business.

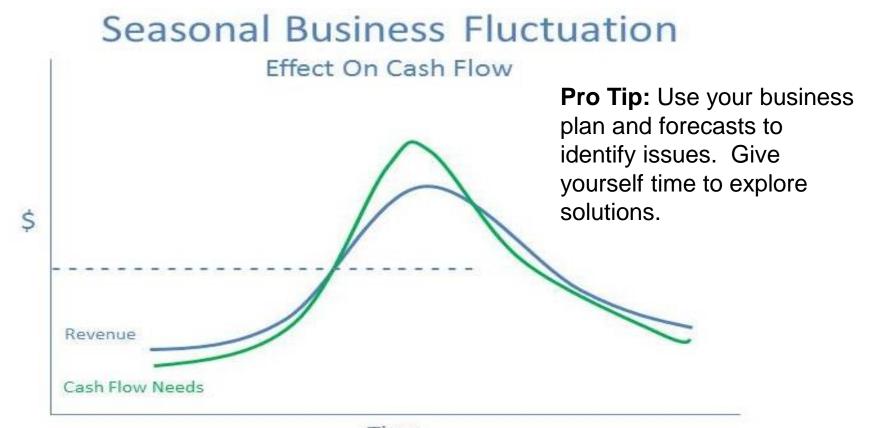


nternal 16

## **Cash Flow & Seasonality**



Has your business plan helped you to identify potential cash flow shortfalls?



## What should a cash flow statement tell you?



#### **Answer the "What if" Questions**

Use your cash flow forecast template to try out different scenarios of business growth and challenges.

- What if you hire a full-time salesperson?
- What happens if you borrow money?
- What if you add new equipment?
- What if you increase capacity?
- Should you seek out lower costs?
- What if you land a big client?



## **Operating Cash Flow Analysis**

Look to your cash flow to help predict when you may need access to capital.





Myth: It's all about the revenue coming into your business. Truth: It's about how cash flows through your business.

Scenario: What if we opened up catering and online next year?

Category	2019	2020	2021 - Forecast
Total Revenue/Receipts	\$100,000	\$60,000	\$80,000
Events	\$80,000	\$20,000	\$50,000
Online Orders	\$20,000	\$40,000	\$30,000
<b>Total Cash Payments</b>	-\$80,000	-\$40,000	-\$82,000
Kitchen Rental (F)	-\$25,000	-\$5,000	-\$25,000
Raw Materials (V)	-\$30,000	-\$9,000	-\$25,000
Online Site (F)	-\$3,000	-\$5,000	-\$5,000
Interest on Debt (V)	-\$2,000	-\$1,000	-\$2,000
Owner Salary (F)	-\$20,000	-\$20,000	-\$25,000
Net Cash Flow	\$20,000	\$20,000	-\$2,000

#### Considerations:

Online business is more profitable but there may be less demand next year.

Demand for events business could bring in more revenue.

2020 may be a good year to consider access to a business credit or a line of credit to support either option.

rternal 19

## What should a cash flow statement tell you?



Look to your cash flow to help predict when you may need access to capital.

Myth: "I'll apply for a credit when I need it"

**Truth:** Anticipate borrowing needs before they arise.

## Most common borrowing reasons:

- ✓ Growth in business sales: Need to build up inventory, need to invest in staff or new equipment to help support
- ✓ Change in working capital accounts:

  Slower collection in accounts receivables,
  longer manufacturing lead times or suppliers
  want shorter payment terms
- ✓ Fixed-asset purchase: Need to purchase or replace equipment
- ✓ Other cases: Owner buyouts, payoff or consolidate debt, convert debt, etc.



ternal





## **Resources for Next Steps**

- Managing your cash flow starts with understanding three views of your business:
- Financial coaching and educational programs designed for small business owners from NFCC<sup>†</sup>
- Get help choosing the right account for your business, from checking and savings to loans and credit cards



America's Most Convenient Bank®

# Let's Get Digital!



Visit the **TD Bank Small Business Resource Center** for virtual workshops and more:

- Video tutorials on a variety of topics including:
  - Creating a competitive advantage
  - Preparing a balance sheet
- Download business plan templates
- Go to <a href="https://www.td.com/us/en/small-business/resource-center">https://www.td.com/us/en/small-business/resource-center</a>



Small Business Resource Center Learn more about your personal finances and visit the **TD Bank Learning Center**:

- Interactive lessons in less than 10 minutes – from any device!
- Topics include credit reports and scores, identity protection, financing higher education, and more.
- Go to <a href="https://tdbank.everfi-next.net/welcome/td-learning">https://tdbank.everfi-next.net/welcome/td-learning</a>



TD Bank Learning Center

ternal

# **Stay in Touch!**





**TD Bank America's Most Convenient Bank**<sup>©</sup>